



# Ansa Swiglaar

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a 52 year old female and are in excellent wealth and has experience as a Legal Secretary for more than 20 years. I have worked as a Litigation Secretary and Conveyancing Secretary. I have experience in Magistrate and High Court and Estates, Full Title and Sectional Title Transfers and Bonds for Absa Bank, Investec Bank, Standard Bank and Nedbank. I can work independently. I am a hard worker and will always go the extra mile to assist were I can. I adopt well in a new environment and have had very good relationships with my fellow employers and employees. I know that you can always learn more every day and are willing to expand my knowledge. I love typing and have experience in Dictaphone Typing for more than 20 years.

Preferred occupation	Secretaries Administrative jobs
	Data capturers Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	East Rand Gauteng
	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1968-06-26 (57 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period **nuo 2019.04 iki 2020.05**  
 Company name Vos Viljoen & Becker Attorneys  
 You were working at: Secretaries  
 Occupation Senior Conveyancing Secretary  
 What you did at this job position? Transfers Full & Sectional Title, Bonds - Absa Bank, Standard Bank & Nedbank

Working period **nuo 2014.10 iki 2019.04**  
 Company name Dyason Incorporated Attorneys  
 You were working at: Secretaries  
 Occupation Senior Litigation and Conveyancing Typist  
 What you did at this job position? Legal Secretary to Director - Magistrate Court & High Court Pleadings, Dictaphone Typing, Estates, Conveyancing Typist - Transfers Full & Sectional Title and Bonds - Absa Bank, Investec Bank

Working period **nuo 1991.04 iki 2014.09**  
 Company name Herman & Oberholzer Attorneys  
 You were working at: Secretaries  
 Occupation Litigation, Collections & Conveyancing Typist  
 What you did at this job position? Legal Secretary to Directors - Magistrate & High Court Pleadings, Dictaphone Typing, Collections and Transfers Full & Sectional Title

#### Education

Educational period **nuo 1982.01 iki 1986.12**  
 Degree Grade 12 / Matric  
 Educational institution Langenhoven High School  
 Educational qualification Matric

#### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	very good	very good	very good

#### Computer knowledge

Microsoft Office, Excell, Windows, MS Work, Ghost Convey, Ghost Practice, Lexpro, E4, Stordoc

#### Conferences, seminars

Ghost Convey - Transfers - 29 March 2016  
 Lexis Convey - Lexis WebConvey Registrations Training - 25 October 2019  
 Lexis Convey - Lexis WebConvey Cancellations Training - 25 October 2019

## Recommendations

Contact person	Retha Joubert
Occupation	Attorney
Company	MDJ Capazorio Inc Attorneys
Telephone number	0827811656
Contact person	Mervin Capazorio
Occupation	Attorney
Company	Dyason Incorporated Attorneys
Telephone number	012 4523500
Email address	mervin@dyason.co.za
Contact person	Gerhard Becker
Occupation	Attorney
Company	Vos, Viljoen & Becker Attorneys
Telephone number	017 6209000
Email address	g.becker@vvb.co.za

## Additional information

Your hobbies	Reading, Embroidery, Sewing
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1998-06-00 (27 years)
Salary you wish	25000.00 R per month
How much do you earn now	0.00 R per month