

Experience:

<p>Administrative Assistant CPN Forensic & Accounting Managing and coordinating the following key areas:</p> <ul style="list-style-type: none"> -Transcribing of investigations & interviews -Active listening, the ability to focus on a speaker and hear everything they say. -Typing skills. -Communication. -Computer skills. -Editing. -Time management. -Attention to detail. 	<p>May 2023 - current</p>
<p>Caregiver to family member</p> <ul style="list-style-type: none"> - Assists with activities of daily living, including bathing, dressing, grooming, toileting, transferring and getting to and from bed and meals according to my dad's needs. - Encourage to do as much of his own care as possible. 	<p>July 2022 - July 2023</p>
<p>Owner - Anna's Gift Boxes - Online Business</p> <ul style="list-style-type: none"> -Buyer - make buying trips to purchase inventory and products - Procurement - Daily operations - Planning and strategy - Financials - Calculating cost and profit margins - Facilitate shipping and deliveries - Negotiations with product suppliers - Manage all digital marketing activities - Share qualitative content on different social platforms - Video's, images, web - Administration 	<p>August 2019 - 2023</p>
<p>Key Accounts Manager at Cater Warehouse, Managing and coordinating the following key areas:</p> <ul style="list-style-type: none"> - Food costing - Stock list - Orders - Quotations - Client relations - Liaise with clients - Administration 	<p>March 2019</p>
<p>Key VIP accounts:</p> <ul style="list-style-type: none"> - Blue Train, - SAP - Lodges, Restaurants etc. - Tukkies Sport - Rovos Rail - Sheraton Hotel 	
<p>Short Term Specialist PI Broker at Shackleton Risk Management, Managing and coordinating the following key areas:</p> <ul style="list-style-type: none"> - Broker - Professional Indemnity, Fidelity Guarantee and Misappropriation of Trust Funds - Build relationships: Clients - Attorneys, Liquidators and Business Rescue Practitioners - Targets - Good sales track record - Attribute - high customer service orientation, think on my feet, drive sales, meet target and achieve success - Business development - new business development and build long standing relationships with clients - Liaise with attorneys, liquidators and BR Practitioners - Quotations, advise clients - Managing applications - Provide ongoing service and support to my professional client base - Retention of existing business including renewal discussions and deadlines, administration 	<p>May 2012 - June 2018</p>
<p>Short Term Broker: Personal And Commercial Business / Account Executive / Portfolio/Relationship Management at Apbco Brokers, Managing and coordinating the following key areas:</p> <ul style="list-style-type: none"> - Inspections - Liaise with clients - Quotations, administration, advise clients - Managing applications - Managing premiums - Manage R1 500 000 book/portfolio 	<p>March 2008 - April 2012</p>
<p>Short Term Broker: Personal And Commercial Business / Account Executive / Portfolio/Relationship Management at Apbco Brokers, Managing and coordinating the following key areas:</p> <ul style="list-style-type: none"> - Inspections - Liaise with clients - Quotations, administration, advise clients - Managing applications - Managing premiums - Manage R1 500 000 book/portfolio 	<p>2007 - February 2008</p>
<p>Bond Originator at Quantro Home Loans</p>	<p>2007 - February 2008</p>
<p>Personal Assistant - Marketing / Manage Training Facilities and liaise with Clients / Office Coordinator at Livwell Training Institute</p>	<p>2005 - February 2007</p>
<p>Entrepreneur / Self-Employed at Magnetic Nail Academy,</p>	<p>2002 - 2005</p>
<p>Short Term Broker: Short-Term and Commercial Business / Underwriting / Administrative Service / Client Relations at ABSA</p>	<p>November 1999 - September 2005</p>
<p>Short Term Broker: Short-Term and Commercial Business / Underwriting / Administrative Service / Client Relations at ABSA</p>	<p>November 1999 - September 2005</p>
<p>Underwriter / Client Relations at Abacon</p>	<p>September 1998 - October 1999</p>
<p>Representative at Minit Print, Pretoria</p>	<p>August 1997 - August 1998</p>
<p>Graphic Designer / Office And Client Management at Silprint, Pretoria</p>	<p>September 1995 - November 1996</p>
<p>Regional Secretary / Personal Assistant to the Regional Manager / Marketer / Client Services And Underwriting at Prestasi Brokers</p>	<p>July 1989 - August 1995</p>
<p>Typist at SAPS</p>	<p>1988 - 1989</p>
<p>Personal Assistant at AEGIS Insurance</p>	<p>September 1987 - June 1988</p>
<p>Administrative Assistant at Department Development</p>	<p>April 1986 - August 1987</p>



Qualifications

<u>NQF4 Full Qualification 150 credits</u>	<u>Courses completed:</u>
<u>Certificate and Relevant Insurance Qualification(RE5 and FAIS Credits)</u>	<u>Magnetic Nail Academy Nail Technician, 2002</u>
<u>Certificate of Proficiency (CoP)</u>	<u>Magnetic Nail Academy Trainer, 2003</u>
<u>Intermediate Certificate in Business Studies (ICiBS)</u>	<u>Secretarial Diploma</u>
<u>Word Perfect with Windows</u>	<u>Damelin Diploma:Lotus 1, 2, 3</u>
<u>Practical training in PC and Apple Software -Quark Xpress, Freehand, Photoshop</u>	