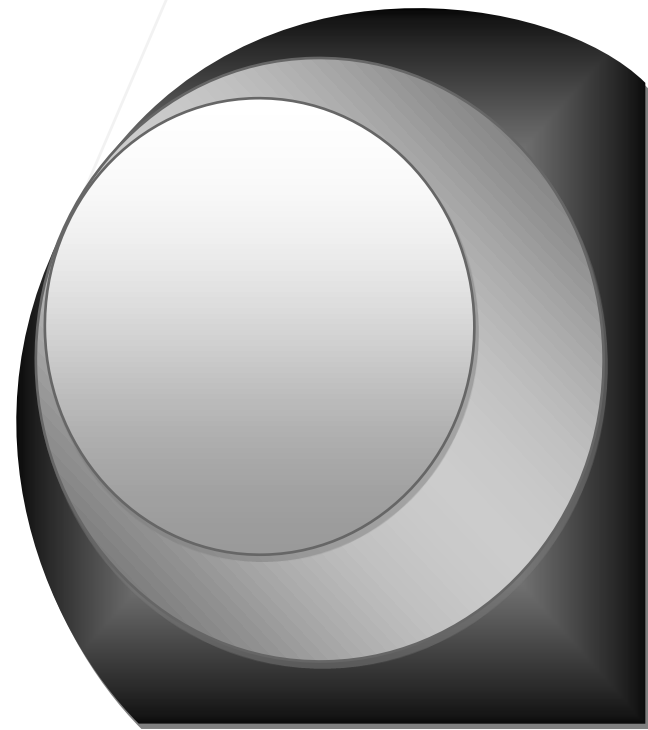
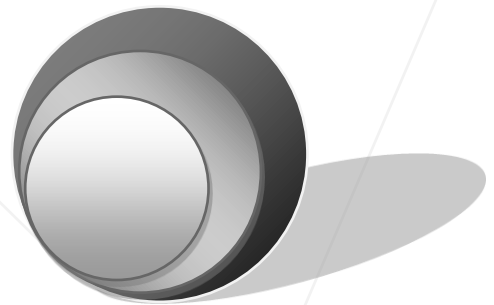


CURRICULUM VITAE OF

ANITA STOLS
071 073 4369

THE INFORMATION IN THIS CV IS CONFIDENTIAL



PERSONAL INFORMATION:

FIRST NAMES	: Anita
SURNAME	: Stols
HOME ADDRESS	: 20 Mopani street, Birchleigh, Kempton Park, 1621
CONTACT NUMBER	: 071 073 4369
IDENTITY NUMBER	: 7909300020083
DATE OF BIRTH	: 30 September 1979
RELIGION	: Christian
SEX	: Female
MARITAL STATUS	: Divorce
CHILDREN	: 2 – 20 years 17 years
DRIVERS LICENCE	: Code EB
NASIONALITY	: South African Citizen
HOME LANGUAGE	: Afrikaans
OTHER LANGUAGES	: English (SPEAK, READ & WRITE)
CRIMINAL OFFENCES	: None
HEALTH	: Excellent
GENERAL	: communicate well with colleagues & clients : work to the best of my ability : can be left to work under pressure without supervision : very precise with my work : is always willing to learn something new

EDUCATIONAL QUALIFICATIONS

LAST SCHOOL ATTENDED : Technical College Tzaneen
HIGHEST GRADE PASSED : N3
SUBJECTS PASSED : Afrikaans first language
: English second language
: Typing
: Computer practice
: Accounting
: Business Economics
: Office practice

COMPUTER SKILLS

SAGE PASTEL
SIMFINI
ACKOORD (WAGES)
ARONIUM
MICROSOFT WORD
MICROSOFT EXCEL
POWER POINT
OUTLOOK

EMPLOYMENT HISTORY

NAME OF COMPANY : FERREIRA, VENTER, LAWS & NEL
POSITION HELD : RECEPTIONIST
: 1997 -1999
DUTIES : MANAGE ALL OFFICE DUTIES
- Reception
- Filing
- VAT forms for clients
- Typing of balance sheets, trail balances for clients

NAME OF COMPANY : CASHUMI BOERDERY
POSITION HELD : OFFICE & TREATING PLANT MANAGER
: 1999 – 2013
DUTIES : MANAGE ALL OFFICE DUTIES
- Reception
- Filing
- All Timber accounts
- Arrange of Trucks
: FINANCIAL DUTIES
- Debtors
- Creditors
- Bank reconciliation
- Wages / Salaries / HR
: TREATING PLAT – Manage the plant, see that orders are
captured and delivered

NAME OF COMPANY: : LAEVELD CASE & IMPLEMENTE
POSITION HELD : OFFICE AND FINANCIAL MANAGER
: 2013 – 2014

DUTIES : MANAGE ALL OFFICE DUTIES
- Reception
- Filing
: FINANCIAL DUTIES
- Debtors
- Creditors
- Bank reconciliation
- Petty Cash
- Salaries / HR

NAME OF COMPANY : ILNIKA BOERDERY
POSITION HELD : OFFICE & FINANCIAL MANAGER
: 2014 – 2025

DUTIES : MANAGE ALL OFFICE DUTIES
- Reception
- Sales for Nursery
- Filing
- Make all travel arrangements for Expats to Angola
: FINANCIAL DUTIES
- Debtors
- Creditors
- Bank reconciliation up to Balance sheets
- Petty Cash
- Salaries / HR

CHARACTER REFERENCES

LAEVELD CASE EN IMPLEMENTE
NANDUS VAN GASS
082 824 8389

ILNIKA BOERDERY
ANDRE PIENAAR
083 778 5045