

# **CURRICULUM VITAE OF ANNAKE FIVAZ**

## **PERSONAL INFORMATION**

SURNAME:	FIVAZ
FIRST NAME:	ANNA CATHARINA
NICKNAME:	ANNAKE
IDENTITY NUMBER:	8306130187084
DATE OF BIRTH:	13 JUNE 1983
GENDER:	FEMALE
MARITAL STATUS:	SEPARATED
INDEPENDENTS	2
HOME LANGUAGE:	AFRIKAANS
OTHER LANGUAGE:	ENGLISH
HEALTH:	EXCELLENT
RESIDENTIAL ADDRESS:	BOKSBURG
	1459
CONTACT NUMBER:	064 775 9936

## **EDUCATIONAL QUALIFICATIONS**

SCHOOL ATTENDED:	DR. E.G. JANSEN
HIGHEST GRADE:	GRADE 10
SUBJECTS PASSED:	AFRIKAANS, ENGLISH MATHEMATICS, BIOLOGY TYPING, BUSINESS ECONOMICS

## **TERTARY QUALIFICATION**

INSTITUTION:	(PIETERSE KONSULTANTE)
COURSE:	PASTEL BOOKKEEPING
DURATION:	30/05/2011

## **EMPLOYMENT HISTORY**

COMPANY:	FORMS MEDIA
POSITION HELD:	ADMINISTRATIVE LADY
DUTIES:	INTERNAL SALES CUSTOMER CARE RECEPTION, SWITCHBOARD INVOICING, TYPING, FILLING

**DURATION:**  
**REASON FOR LEAVING:**

QUOTES, STOCK TAKE  
APRIL 2001 – JAN 2006  
BETTER OPPORTUNITY

**COMPANY:**

**LOENELDA BEAUTY**

**POSITION HELD:**

PRODUCT  
INTERNAL SALES  
ASSISTANT  
CUSTOMER CARE  
GENERAL ADMIN

**DUTIES:**

INVOICING  
STOCK TAKE,  
RECEPTION

**DURATION:**

JANUARY 2006-JAN 2007

**COMPANY:**

**THE THIRDNETWORK**

**POSITION HELD:**

STORE SUPERVISOR  
SUPERVISOR,  
INTERNAL SALES  
CUSTOMER CARE  
FILLING, GENERAL  
ADMIN

**DUTIES:**

CASH UP / PETTY CASH  
BANKING  
STOCK CONTROLLER  
STOCK TAKE  
STOCK RECEIVE  
CREDIT VETTING  
RETRENCHED

**REASON FOR LEAVING:**

**DURATION:**

FEB 2007 – APRIL 2009

**CONTACT PERSON:**

NUNO

**CONTACT NUMBER:**

084 457 7745

**REASON FOR LEAVING:**

RETRENCHED

**COMPANY:**

**PIETERSE KONSULTANTE**

**POSITION HELD:**

ADMIN / MANAGER  
GENERAL ADMIN  
INTERNAL / TELESALLES  
SUBMITTING

**DUTIES:**

CONTRACTS  
QUOTES  
CUSTOMER CARE  
DEBTORS AND  
Creditor' s

**DURATION:**

MEI 2009 – JUNE 2011

**REASON FOR LEAVING:**

RETRENCHED