

WORK EXPERIENCE

MARIETTE SCHOLTZ, 10 End Street, Sandbaai, Hermanus

CONTACT NUMBER **078 526 6677**

SECRETARY

General Office work

(Reception, Typing, Filing, Telephone, Fax machine)

Computer Literacy

MS Word

MS Excel

E-Mail

Internet

Other Experience

Basic Bookkeeping, Sales, Bookkeeping program - Cashbook Complete

COMPANY'S AND DURATION OF EMPLOYMENT

Weskor Beleggings (Insurance Brokers) Johannesburg - PA/Secretary 5 years

Lovely Things (Boutique) Manageress Plettenberg Bay 5 Years

Strombolis Motel (co-owner) Managing of Motel , Plettenberg Bay 17 years

Responsible for Bookings, Ordering Food stuffs and liquor, Bedrooms, Laundry, running of Kitchen (breakfast & Al la Carte Restaurant) Basic Bookkeeping and Invoicing.

SAPS PA/Secretary and gathering of crime data - 18 years.

(Filing, typing, E-Mail and Internet, Minutes of Meetings etc.,)

REFERENCES

Captain Louis Geldenhuys 083 234 0655 Barbara Sanne 082 566 3450