***Curriculum Vitae***

***Of***

***Sanet Ding***

***Personal Details***

***Surname: Ding***

***First Name: Sanet***

***Date of Birth: 13 December 1969***

***Id Number: 6912130272081***

***Nationality: South African***

***Gender: Female***

***Marital Status: Single***

***Dependents: None***

***Drivers License: Code 8/PDP***

***Home Language: Afrikaans***

***Other Language: English***

***Religion: Christion***

***Criminal Records: None***

***Health Status: Excellent***

***Physical Address: 85 White River***

***Estates, Plot Y5, (A1)***

***White River***

***Contact Number: 072 814 9075***

***Educational Qualifications***

***Last School Attended: H/S Hercules***

***Highest Grade Passed: Grade 10***

***Objectives***

***MY STRONG ABILITIES IS THAT I AM VERY LOYAL REGARDING MY WORK,WHEN A TASK IS GIVEN TO ME I STRIVE TO GIVE 100% OUTPUT AND MAKE SURE THAT WORK IS DONE CORRECTLY.I AM A FAST LEARNER AND I’M WILLING TO WALK THE EXTRA MILE.***

***I SEE MYSELF AS HONEST AND HARD WORKING.***

***Other Qualifications:***

***Security Qualification, PSTRA Grade E, D, C***

***Computer Skills***

* ***Microsoft***
* ***Microsoft Outlook***
* ***Word***
* ***Excel***
* ***Sap Retail***

***Work Experience***

***Company: De Hoop Vakansie Oord***

***Position: Receptionist***

***Duties: Invoicing,***

***Filing,***

***Daily Cash up***

***Period: 1990-2000 Contact Person: Katinka; 0725097397***

***Company: Roosters Pub***

***Position: Admin Assistant***

***Duties: General Admin Duties***

***Period: 2005-2007***

***Contact Person: Johan; 076 209 1475***

***Company: Impresa Bricks***

***Position: Admin Assistant***

***Duties: General Admin Duties***

***Period: 2007-2009***

***Contact Person: Petro; 071 671 6423***

***Company: Displaytrac***

***Position: Manager***

***Duties: Invoicing,***

***Admin Duties,***

***Stock Control,***

***Receiving and Dispatch***

***Period: 2009-2012***

***Contact Person: Mev V.Rensburg,076 1811 627***

***Company: Hi-Tech Security***

***Position: Control Room Operator***

***Duties: Operator,***

***Debtor Clerk***

***Period: 2012-2013***

***Contact Person: Sanet ­– 082 458 5591***

***Company: Fidelity Security (Macro)***

***Position: Detail Checker Supervisor***

***Duties: Detail Checker,***

***Preventing of Shrinkage,***

***Validating of Stock Counts***

***SAP- Retail***

***Auditor,***

***Month Reports***

***Posting Sheets***

***General Admin Duties***

***Period: 2013-2014***

***Contact Person: Tracy, 082 856 1826***