***CURRICULUM VITAE***

***OF***

***ERICA STIGHLING***

**PERSONAL DATA**

**SURNAME:** Stighling

**FIRST NAME:** Erica

**IDENTITY NUMBER:** 701218 0398 081

**DATE OF BIRTH:** 18 December 1970

**GENDER:** Female

**MARITAL STATUS:** Single

**No OF CHILDREN:** One

**CONTACT No:** 074 132 8166 / 083 984 9658

**DRIVERS LICENSE:** Learners

**NATIONALITY:** South African

**LANGUAGES:** English (Read, write, speak fluently)

Afrikaans (Read, write, speak fluently)

**HEALTH:** Excellent

**EDUCATION**

**SCHOOL ATTENDED:** Hill High School

**HIGHEST STANDARD PASSED:** Grade 11

**SUBJECTS PASSED:** English

Afrikaans

Mathematics

Science

Economics

Typing

**EXTRA MURAL ACTIVITIES:** Athletics

Gymnastics

Netball

**LEADERSHIP:** Class Captain

Netball U/16A and1st team Captain

**COMPANY NAME:** LET ME REPAIR

**NATURE OF COMPANY:** Repair Centre (IT)

**POSITION HELD:** Line Co-Coordinator, Supervisor, Vendor

Account Manager

**ENTITLES:** Booking customer units

Escalations, Customer service

Handling walk in customer queries, e-mails

Supervisor to 15 staff members (Front Desk**)**

Escalations (Internal)

Analyzing Missed Response report

Waiting Part report

Backlog

Coding

Monitoring DOA’s

Assistant to Operations Manager

**POSITIONOF EMPLOYMENT:** Retrenched (September 2010 to July 2012)

**Reference:** Gus Agriao

082 331 5855

082 557 1007

Belinda Fourie (HR Manager)

0798897587

**COMPANY NAME:** Ndala Projects

**NATURE OF COMPANY:** Mining Equipment

**POSITION HELD:** Personal Assistant MD

**POSITION OF EMPLOYMENT:** 3 Months (Contract) (May 2009 to July 2009) Contract Expired

**COMPANY NAME:** Creative Ideas

**NATURE OF COMPANY:** Promotions / Corporate Gifts

**POSITION HELD:** Admin, Account, All round

Office assistant

**POSITION OF EMPLOYMENT:** 4 years 6 months (March 2005 to September 2009)

**COMPANY NAME:** Interface Media

**NATURE OF BUSINESS:** Financial

**POSITION HELD:** Financial Administration

**PERIOD OF EMPLOYMENT:** 6 Years (July ’96 to October 2002)

**RESPONSIBILITIES:** Financial Administrator

Debtors

Creditors

Handling ALL customer queries nationally

Placing & removing customers on ITC

Assistant to Accounts manager

Handling confirmations on payments

All legal documentation

Responsible for all refunds

**REASON FOR LEAVING:** Retrenchment

**COMPANY NAME:** Plant Q Tech

**NATURE OF COMPANY:** Power Coating

**POSITION HELD:** Reception, Admin, Accounts

**POSITION OF EMPLOYMENT:** 3 years (January 2002 to February 2005)

**COMPANY NAME:** Geneco Systems

**NATURE OF BUSINESS:** Industrial Equipment

**POSITION HELD:** Financial Administration

**PERIOD OF EMPLOYMENT:** 3 Years (January ’93 to April ’96)

**RESPONSIBILITIES:** Financial Reporting

Debtors

Creditors

**REASON FOR LEAVING:** Retrenchment

**COMPANY NAME:** Absa Bank (I was employed at Allied Bank before the banks merged and became Absa bank)

**NATURE OF BUSINESS:** Financial

**POSITION HELD:** Administration

**PERIOD OF EMPLOYMENT:** 4 Years (December “88 to December ’92)

**RESPONSIBILITIES:** Teller

Financial Reporting

Customer Services

**REASON FOR LEAVING:** Growth potential

To whom it may concern,

I am currently seeking employment in the admin field. Could you please be so kind as to assist me in my journey?

I am a trustworthy, hardworking individual and pay attention to detail. I always have a neat and presentable appearance.

I also have, good written and communication skills, achievement driven with a sense of responsibility, ability to work independently with initiative and creativity, good organizational abilities good documentation, feedback and follow-through abilities, good problem-solving and planning skills good Time management skills, High service awareness levels.

I will add value to your company.

Yours Sincerely

Erica

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***Photo taken on the 05/09/2012***