



CURRICULUM VITAE

EMMA CORNELIA VENTER

8506120157084

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PERSONALITY

I am creative self-motivate person. I enjoy teamwork although I can work independently. I am easy to get along with. Enjoy being with People. I am also a hard worker and somewhat of a perfectionist to my career.

HOBBIES AND INTERSEST

Swimming, long-distance running, horse riding, squash target practice and cycling & assisting others with their needs.

PERSONAL DETAILS

SURNAME	: Venter
FIRT NAME	: Emma Cornelia
RESIDENTIAL ADDRESS	: Sterkbos 12 Onverwacht 0557
POSTAL ADDRESS	: P.O. Box 7313 Ellisras 0557
TELEPHONE NUMBER	: 071 868 5920
ID NUMBER	: 850612 015 7084
DATE OF BIRTH	: 12 June 1985
SEX	: Female
MARITAL STATUS	: Married
RELIGION	: Christian
HEALTH	: Excellent
DRIVER'S LICENCE	: Code 08
NATIONALITY	: South Africa
HOME LANGUAGE	: Afrikaans
ORHER LANGUAGE	: English (Speak, read and write)
CRIMANAL OFFENCES	: None

EDUCATIONAL QUALIFICATIONS

LAST SCHOOL ATTENDED	: High School Ellisras GR 8 to GR 12
HIGHEST STANDARD PASSED	: Grade 12
SUBJECTS PASSED	: Afrikaans : English : Biology : Computer Typing : Computer Studies : Home Economics

OTHER QUALIFICATIONS

1. Manage Self Training and Diploma
2. Excel Auditing Course
3. Microsoft (Word, Excel...)
4. Business Communication and Report writing (Certificate)

EMPLOYMENT HISTORY

1

NAME OF FIRM : Savells
Ellisras
POSITION HELD : Stock Clerk
: Cashier

JOB DESCRIPTION:

- Customer Service
- Receiving Goods
- Stock takes
- Cashier

PERIOD : 29 Nov 2004 – 19 March 2006

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2

NAME OF FIRM : MPa Concrete Solutions
Ellisras

POSITION HELD : Sales Clerk

JOB DESCRIPTION:

- Schedule of deliveries
- Customer Service
- Invoicing
- Stock Control
- All other administration
- Payroll

Computer knowledge : Pastel Partner 2009
: Microsoft office Programs

PERIOD : 19 March 2006 – 28 July 2013

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3

NAME OF FIRM : Murray & Roberts

POSITION HELD : Commercial Assistant

JOB DESCRIPTION

- Expeditor and JDE Reports (invoice before order)
- Implementation and improvement of systems and procedures.
- Schedule of deliveries
- Stationary and Office Consumables:
- Ensure proper supply chain;
- Ensure adequate stock controlling and reporting;
- Ensure Commercial Document Database is maintained;
- Ensure all files up to date
- Office management
- Ensure all offices facilities are in good order;

Computer knowledge : JDE
: Microsoft Offices Programs

PERIOD : 29 July 2013 – 30 Oct 2015

4

NAME OF FIRM : Murray & Roberts

POSITION HELD : Promoted to Senior Project Administrator /
(Executive PA)

JOB DESCRIPTION

- See that all Bookings are paid and Recon.
- Ensured all budgets are met or improved, this included updating work schedules and assisting with drawing up of all relevant schedules in your area of operation.
- Plan, organize, coordinate and control tasks so that work is done correctly and on time.
- Oversee and responsible in assisting the manager in the planning, organization and control of all activities within the department.
- Perform all relevant Project related secretarial duties.
- Typing and Correspondence
- Assist with Secretarial service in respect of meetings chaired by the Managers - Project Management Office by typing of reports, arranging filling and processing of minutes a decisions taken in those meetings.
- Communication and diary management - Manage the diary, bookings of boardroom and confirm internal and external meetings.
- Office Administration

Computer knowledge : JDE
: Microsoft Office Programs

PERIOD : 30 OCT 2015 – Current

REFERENCES

Sandy Mc Donald : Store Manager
Savells : +2782 776 7464

Clinton Boyles : Manager
MPa Concrete Solutions : +2714 763 2086

Kobus Lindeque : Commercial Manager
Murray & Roberts : +2783 647 3989

Charl Clarke : Operational Director
Murray & Roberts : +2714 762 1913 / Cell: +2782 880 7749

Pastor Francois : +2783 229 8701