

CURRICULUM

VITAE

OF

LIEZELLE

ROUX

Curriculum Vitae of Liezelle Roux

Personal Data:

***SURNAME* :** Roux

***NAME* :** Liezelle

***ADDRESS* :** 11 Mount Foresta street

Midlands Estate x27, Midstream

***POSTAL ADDRESS* :** Posnet Suite 1737

Private Bag x 1007

Lyttelton

0140

***TELEPHONE NUMBER* :** 082 948 5714

***GENDER* :** Female

***MARITAL STATUS* :** Married

***CHILDREN* :** two

***AGE* :** 34 Years Old

***NATIONALITY* :** South African

***DATE OF BIRTH* :** 17 February 1984

***I.D NUMBER* :** 8402170004089

***LANGURAGES* :** Afrikaans (Speak,read and write)

English (Speak,read and write)

***HEALTH* :** Excellent

***CRIMINAL OFFENCES* :** None

***DRIVERS LICENCE* :** Code 8

Education :

1. ACHIEVED : **Matric**

PLACE OF ACHIEVEMENT : High School Eldoraigne

COMPLETED: 2002

SUBJECTS : HG Mathematics

HG Accountancy

HG Biology**HG Science**

HG Physiology

HG Afrikaans

HG English

2. ACHIEVED : Basic Ambulance Assistance

PLACE OF ACHIEVEMENT : Netcare 911

COMPLETED : 2004

Experience :

1. George Delport Brokers

Telephone number: 012 656 0346

Duties : Receptionist

Admin

Computer programs used : Word,Excel,Internet

Date Started : Matric holiday work

2. Medicross Eldomed

Duties :

- Reception**
- Admin**
- Pharmacy assistance**
- Emergencies**
- Computer programs used: Mass, Medi-mass**

Date Started : **November 2002 till March 2004**

Reason for leaving : **Practice closed down**

3. Dr W Horne

Telephone number : **012 653 1813**

Duties :

- Receptionist**
- Admin**
- Chair Assistant**
- Petty Cash**
- Finances**
- Accounts**
- Computer programs used: I-kat, Medi-kat, Exel, Word**

Date Started : **March 2004 till July 2005**

Reason for leaving : **Offered a better salary**

4. PMSA

Telephone number : 012 677 9225

Duties :

- DMG receive and distribute faxes**
- DMG quality check of cards and letters**
- DMG batching, scanning and indexing**
- Had to make turn around time of 24 hours**
- Computer programs used: Outlook, Exel, Word, internet and Medware**
- ISO Accredited**

Date Started : August 2005 till February 2007

Reason for leaving : Started to study

5. Studying at Complementary Health Centre for Aroma therapist

Date Started : February 2007 till Augustus 2007

6. Netcare 911

Telephone number : 011 254 1045

Duties :

- Road Accident Fund**
- Giving authorization for RAF**
- Admin**
- Motivating(Have to know the law for RAF)**
- Turn around times 24hours**
- Call phone**

Date started : August 2007 till November 2007. Temp

7. Bayteck

Was a sales rep for a month.

8. Dental chair assistance in Australia for 3 months

9. Nikon

Telephone number : 086 116 4566

Duties : From June 2008 till November 2011

Worked at Nikon School of photography

- **The department was managed by me**

From November 2011 till September 2012

Nikon Mass Sales Support

All the Massmart stores was my clients (had to achieve my R24mil target every month)

- **I was responsible for all the orders that came in**
- **I had to make sure it was captured and distributed correctly**
- **Quality and quantity was very important**

Reason for leaving : Became a house wife

References:

George Delport Brokers : 012 656 0346

Medicross Eldomed

Dr W Horne : 012 054 1813

PMSA : 012 677 9225

Netcare : 011 254 1045

Bayteck : 011 314 0536

Nikon : 086 116 4566

Hobbies:

All sport