



Curriculum Vitae of Cecile Wesseloo

Personal Details

Surname: Wesseloo

Full Names: Cecilia Elmerie

Name: Cecile

Gender Female

ID: 751204 0048 081

Age: 42

Date of Birth: 1975-12-04

Citizenship: RSA

Home Address: 4 Strelitzia Street
Heldervue, Somerset West
Western Cape, South Africa
7035

Postal Address: Same as above

Religion: Christian

Marital Status: Married

Children: 3 Daughters – ages 12, 6 and 5

Drivers License: EB (code 08)

Criminal Record: None

Health: Good

Language Proficiency: Afrikaans and English
(Read, write and speak fluently)

Home Language: Afrikaans and English

Educational Qualifications

School: Nylstroom High school

Qualification: National Senior Certificate

Year: 1993

Subjects: Afrikaans
Biology
English
Typing
Art
Home Economics

Tertiary Qualifications

Institution: ACK Computer College

Subjects Passed: Microsoft Word
Microsoft Excel
Microsoft Power Point

Employment History

Current: Home Executive

Period: July 2012 - Current

Employer: Plastique World

Position: Sales Representative

Duties:

- Calling on customers for orders
- Sales between R 900 000 and R 1 800 000 per month
- Completion of Order cards and Log sheets
- Pricing and ordering of printed bags
- Follow up outstanding accounts and collection of money
- Planning of seasonal orders with farmers and compiling pricing deals.
- Implementation of programs and strategies to relevant customer base
- Continuous targeting and updating of customer database
- Awareness of market trends and competitor activities
- Facilitate and generate orders
- Plan and recommend new business opportunities
- Development of Sales and marketing Strategies
- Monitor sales growth opportunities
- Plan, organize territory to achieve optimal outcome

Period: April 2001 to June 2012

Employer: Louis Pasteur Private Hospital

Position: Receptionist & Admin Clerk

Duties:

- General reception duties
- Admin patients (open files)
- Data processing
- Discharge Patients (close files) and Transferring of patients
- Follow up outstanding accounts and let patient make arrangement if outstanding
- Reprint labels and admission forms for wards
- Phone medical aids for Pre-authorization and confirmations
- Handling Petty cash and patient valuables
- Relieving for switchboard duty, 40 lines, Electronic (FSDX system)

Period: May 2000 to March 2001

Employer: Aventura Resorts (Forever Resorts)
Position: Tourism Assistant
Reason for leaving: Offices relocated to Midrand in May 2000.

Period: November 1998 – April 2000 (*Central Reservations Office*)

Duties: Handling reservations Central & Club Prive
Cancellations – Reservations
Sending Confirmation
Relieving Switchboard duty when necessary
Phoning clients for deposit payments
Handling all queries personally
Reserving accommodation for staff members
Help with group and Travel agency bookings
Advertising clients on conference venues
Handling through credit card transactions
General Admin: Faxing, weekly stats & photocopying

Period: July 1998 – November 1998 (*Permanent*)

Duties: Dealing with reservations
Advertising clients on reservation destinations
Sending out reminder letters for contract payments
Load all new information of clients on system

Period: October 1997 – July 1998 (*Temporary*)

Duties: Handle the collection of outstanding contract payments
Listing new club members on system – Data capturing
Help with reservations for Club Prive

Employer: Transfarm (PTY) Ltd

Position: Debtors Clerk

Duties:

- Debtors
- Book Value – R1.5 million
- 800 Accounts
- Individual accounts (Doctors, Medical Aids)
- Accounts reconciliations on Balance Brought forward system and manually
- Telephonic Collections
- Visiting Clients for personal collections
- Dealing with customer queries
- Preparing credit notes and journals
- Opening new accounts
- Obtaining banks references and bank codes
- Collating of documents for hand-over attorneys
- Own correspondence
- Month- end reporting
- Raising outstanding funds
- Issuing statements – posting statements
- Data capturing – Invoices and account status
- Processing new applications
- General ad-hoc duties

Period: April 1994 – October 1997

References:

Name: Tiaan en Roma van der Vyver
Company: Directors and Owners of Plastique World
Telephone number: (012) 331 0652 / 6

Name: Hamid Ismael
Company: Director Plastique Word
Telephone number: (012) 331 0652 / 6

Name: Mrs. Monya Erasmus
Company: Forever Resorts
Telephone number: 076 736 7544

Name: Mrs. Corne van Jaarsveldt
Company: Transfarm
Telephone number: 078 183 2604

Name: Mrs. Anneline Langeveldt
Company: Cousin
Telephone number: 079 210 8815

Name: Jaco Wesseloo
Company: Husband
Telephone number: 082 461 5444