



 076 377 1061

 anchenrosenleft@gmail.com

 2 Gunter Street, Villiersdorp

SKILLS

- Strong communication skills
- Reliable and professional
- Well-organized with strong attention to detail
- Excellent time management skills
- Effective team player
- Dedicated and highly motivated
- Quick learner with the ability to adapt
- Hardworking with a strong work ethic

EDUCATION

SCHOOL EDUCATION

Matriculated 2001

TERTIARY EDUCATION

ISA CARSTENS NAIL ACADEMY

2002/07/22

OXBRIDGE ACADEMY

March 2021

Health and Safety Subjects passed:

- SHE Awareness
- SHE Representative
- SHE Incident Investigation
- Safety Audit Inspection

SAGE VIP

September 2024

- Sage Premier Basic Payroll training

PROFILE

I believe I would be a strong contributor to your organization. I am dependable, reliable, and trustworthy, with a demonstrated willingness to learn and develop professionally. Given the opportunity, I am confident in my ability to add value to the organization through consistent, high-quality performance.

EMPLOYMENT HISTORY

METRONOMIC

Field Service Administrator - June 2026 - Current

- Making sure both request for quote and proforma invoices are correct.
- Scoping of utility jobs.

Contact Person: Team Lead Lee Van Der Hoeven - 064 878 8174

The reason behind me looking for another job is because I was appointed under false pretenses of the position being remote and now have changed to in office and it is not possible for me to be in Cape Town 3 times a week.

VILLIERSDORP ANIMAL CLINIC

Reception - July 2025 - May 2026

- Answering phone calls
- Scheduling patients
- Attend to clients when coming into the practice
- Ordering and loading of stock for practice
- Petty cash
- Invoicing

Contact Person: Dr. Donnalyn Hennassay - 028 840 1132

WORLD OF AIRCONDITIONING

Admin / Office Manager - June 2018 - May 2025

- Manage quotes, bookings, orders, and the issuance of job cards
- Handle all correspondence and phone inquiries professionally
- Oversee diary management, scheduling meetings, and coordinating appointments
- Compile and maintain SHE (Safety, Health, and Environmental) Safety Files for various projects

Contact Person: Jean Koffeman - Owner - 083 461 7911

BOU-CON ENTERPRISES

Personal Assistant - April 2017 - May 2018

- Oversee reception duties, manage the switchboard, and coordinate meetings
- Manage the Director's diary, ensuring effective scheduling and prioritization
- Serve as Purchasing Clerk, handling the ordering of building materials
- Issue job cards and quotations for various projects
- Compile and maintain SHE (Safety, Health, and Environmental) Safety Files for multiple projects

Contact Person: Billy Bower - Owner - 041 365 3848

EMPLOYMENT HISTORY

TOSCA HAIR AND BEAUTY

Reception - March 2016 - November 2016

- Manage reception duties, including greeting and assisting clients
- Handle bookings and ensure efficient client service
- Oversee invoicing processes and maintain accurate records
- Conduct regular stock takes and ensure inventory accuracy
- Receive and process incoming stock shipments

Contact Person: Angie - Owner - 083 353 5389

NATIONAL OBSERVATION SYSTEMS

Personal Assistant - August 2011 - March 2016

- Manage invoicing processes and ensure accurate billing
- Prepare and issue monthly statements to clients
- Follow up on outstanding payments to ensure timely settlement

Contact Person: Schalk - Owner - 083 229 2743

GRAHAM SPRAY WORKS

Reception - June 2010 - July - 2011

- Manage the switchboard, ensuring smooth communication and timely responses
- Coordinate vehicle bookings and scheduling
- Issue job cards and track project progress
- Handle insurance claims, ensuring proper documentation and follow-up

Contact Person: Mr. Graham - Owner - 021 872 1418/9