





218

Curriculum Vitae

QAANITA SWANEPOEL



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QAANITA.SWANEPOEL.S@GMAIL
.COM



079-218-4655

OBJECTIVE

My objective is to grow both personally and professionally; and to excel in in my career.

SKILLS

EXPERIENCE

CJR GIFT SALES (PTY) LTD / MERCHADISING; BRAND MANAGER ASSISTANT; AND KEY ACCOUNTS

Assisting of Brand Managers with Spreadsheets; Word Documents; Excel & Stock enquiries to/from Suppliers.

Loading Purchase orders of shipments arriving. Loading of new items and pricing on Accpac. Pulling reports from Accpac and exporting into excel.

Processing/Receiving Orders from Chain Stores on Sage AccPac.

Ensuring required stock/display stands is ordered & Arrives timeously.

Arranging for Merchadisers to visit stores and merchandise any New Stores.

From the 10th of July 2012 – Current

Tel: (011) 257-6050

CAJES @ OR TAMBO / SALES

Sales on Respective Watch Brands. Daily Stock takes. Merchandising

Displays to Attract Customers.

From the 2nd of June 2011 until the 29th of June 2012

Tel: (011) 390-3505

SS CELLULAR / RECEPTIONIST

Receptionist (Answering phones & Doing Filing). Booking in of Cellphones for repairs & keeping customers up to date with the Progress of Repairs. Giving quotes. The Booking out of Cell Phones & Processing of Payments.

From the year 2010 until the year 2011

Tel: (011) 823-2203

APCOR LEGAL PUBLISHERS / COLLATING OF BOOKS; TRIMMING OF POSTERS. RECEPTIONIST; QUOTATIONS

From the 1st of July 2008 until the 30th of September 2009

Collating of Books; Laminating & Trimming of Legal Posters.

Answering of Telephones & giving telephonic quotations.

Tel: (011)-828-7700



I have a strong & diverse personality with the capability to either work in a team or individually.
I'm a quick & eager learner.

EDUCATION

HOËRSKOOL EG JANSEN

Grade 10

Afrikaans; English; Business Economics; Mathematics; Biology; Accounting

HOBBIES

I Love playing Action Netball & Going to the Gym!!



