

# Elizabeth Du Preez

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## Personal Information

- ID Number: 791007 0002 08 7
- Birth Date: 07 October 1979
- Age: 32
- Marital Status: Married
- Dependents: 4
- Language: Afrikaans & English
- Health: Very Good
- High School: High School Riebeeck
- Criminal Record: None

## Objectives

The experience and exposure gained during my period at 24-t Security Services serves as a solid base from where the acquired business and management skill can be applied effectively. My objective is to successfully manage new opportunities in a competitive environment, also fulfilling an ambition to process through creative thinking, teamwork and sound business principles.

## Education

### Standard 8

Subjects: Afrikaans, English, History, Accounting, Geography and Mathematics

## Experience

### Logistics Clerk (2008 – 2011)

#### 24-7 Security Services

#### PRINCIPAL ACCOUNTABILITIES

- Site patrol and patrol system software downloads including fault reporting
- Reception / Switchboard duties on a relief basis
- Issuing of all guarding stationary (Log books; OB Books and others)
- Two way radio fault reports and resolution follow ups
- Assisting in guarding vehicle logistics where required
- Filing and Information system management

1.

### OPERATIONS

- Monitoring and downloading of all guarding system data
- Fault reporting of all patrol systems and resolution follow ups
- Two way radio fault reporting and resolution follow ups
- Assist in guarding division vehicle logistics

2.

### ADMINISTRATION

- Issuing of all company stationary
- Filing and Information system management of Patrols; Radio's; Stationery etc

3.

### RECEPTION / SWITCHBOARD

- Provide relief switchboard and reception duties as per approved company policy
- Personal Assistant for MD (1 June 2004 -30 September 2008)
- Morgan Hectares Business Sales, Colbyn, Pta
- Inward Calls identification and routing
- Client need analysis and document preparation
- Sale Type Classification
- Sales Agent Support
- Filling all Documents
- Financial Document Preparation
- Contract preparation and Quality Analysis
- General Office Administration
- Sales Call and Assistance

**Personal Assistant for MD (1 June 2004 -30 September 2008)  
Morgan Hectares Business Sales, Colbyn, Pta**

### PRINCIPAL ACCOUNTABILITIES

- Inward Calls identification and routing
- Client need analysis and document preparation
- Sale Type Classification
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- Financial Document Preparation
- Contract preparation and Quality Analysis
- General Office Administration
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**Receptionist (January 2000 – October 2004)  
Corporate Liquidators (Pty) Ltd**

### PRINCIPAL ACCOUNTABILITIES

- General Office Administration

- Filling of all Documents
- Typing of Internal Documentation and Quality Assurance
- Managing of all Mail / Register Post

**Receptionist (1996 – 1999)**

**Oil Number Plates and Signs, Sasolburg**

PRINCIPAL ACCOUNTABILITIES

- Control of all external and transferring of calls
- Typing and filling all documents
- Collecting of all debtors and monies outstanding
- Receiving and process of all orders
- Placing orders of all equipment required
- Making of signs and number plates