

CURRICULUM VITAE



ZUQUINA D'EMILJO

I am professional, friendly, organised, hardworking and fully proficient in the various aspects of office practice and ethics, switchboard, administration and all the other responsibilities regarding the job of a Personal Assistant, Secretary or Receptionist. I am familiar with being the face of a company and I always treat it with the respect of what is expected of me.

PERSONAL

FULL NAMES:	Zuquina D'Emiljo	TELEPHONE:	(mobile) 084 221 1227
IDENTITY NUMBER:	741001 0212 086	E-MAIL:	zuquina@gmail.com (preferred contact)
DATE OF BIRTH:	1 st October 1974	ADDRESS:	Paarl 7646
SEX:	Female	DRIVER'S LICENSE:	EB, have my own car
NATIONALITY:	South African	CRIMINAL RECORD:	None
LANGUAGES: (fully bilingual)	Afrikaans (1 st) English (2 nd)	HOBBIES:	Hiking trails, camping, painting, arts & crafts, writing short stories and poems, reading and gaining new knowledge
MARITAL STATUS:	Single		
DEPENDENTS:	None, no children		
HEALTH:	Excellent		

SKILLS ACQUIRED

OFFICE SKILLS

- Office management
- Management of Cleaner, Tea Lady & Driver
- Represented Top- & Middle Management
- Switchboard/telephone & Reception
- Managed employer's and company e-mails
- Managed diaries/electronic diaries (Outlook)
- Scheduled appointments or meetings on Outlook, e-mail or phone
- Agendas and took Minutes (or Action Lists)
- Compiled meeting packs and organised meeting/conference venues, equipment, stationery and refreshments
- Had to create presentations on PowerPoint
- Internet bookings for local flights, cars and accommodation and electronic payment of it
- Organised and took charge of various functions, restaurant- or venue reservations
- Typing of documentation, company e-mails and filing of various office documentation
- Invoicing, receiving and tracking of payments from Debtors
- Also manage all invoices from and payment submissions of Creditors
- Petty Cash, buying of office- and housekeeping supplies, ordering/payment of flowers or gifts and I can be trusted with using a company credit card
- Submitted Expense Claims
- Involved in annual planning of company budget, requisitions, purchases within budget
- Have experience in processing Fee Accounts on Pastel Evolution, maintaining a Fee Database on Excel and reconciliation of Creditors on Excel.
- Kept ISO- and personnel files and various company documents up to date
- Organised regular maintenance of office equipment and building

COMPUTER SKILLS

- Advanced in MS Word
- Advanced in MS Excel
- Advanced in MS PowerPoint
- Advanced in Adobe Reader & Acrobat
- Advanced in Outlook
- Advanced in Internet Explorer & Google Chrome
- Limited experience in Pastel Evolution
- I am very good with general IT and using of various other software for editing images or PDF documents, etc.

EDUCATION

GIMNASIUM HIGH PAARL - MATRIC 1992

Subjects:

<i>Afrikaans First Language</i>	HG	<i>Business Economics</i>	SG
<i>English Second Language</i>	HG	<i>Biology</i>	HG
<i>Typing</i>	SG	<i>Home Economics</i>	SG

TERTIARY EDUCATION

PAARL (BOLAND) COLLEGE – SECRETARIAL CERTIFICATE

N4 Certificate

July 1993 - November 1993

N5 Certificate

February 1994 - June 1994

N6 Certificate

July 1994 - November 1994

Subjects:

- *Computers:*
WordPerfect 5.1, Lotus 1-2-3, D Base, Pastel, MS DOS, SuperCalc
- *Typing, on computer*
- *Office Practice*
- *Communication*
- *Information Management System*

Achievements:

Certificates of Merits:

Gold

Communication N4

Silver

Typing N4 (45 w.p.m)

Office Practice N4

Typing N5 (50 w.p.m)

Office Practice N5

Achievement:

1994 National Typing Speed Olympiads passed with 53 w.p.m.
(I was the best in Paarl)

ADDITIONAL / WORKSHOPS

1) METROPOLITAN LIFE HEAD OFFICE

BELLVILLE

Introduction to Lotus Ami Pro 3.0

24 - 26 October 1995

Introduction to Lotus 1-2-3

15 - 17 November 1995

2) COMPUTER CAREER TRAINING

CENTRES (SA) BELLVILLE

Windows 98 Practical Overview

Evenings 28 August 2000 - 9 October 2000

MS Word 2000 Basic to Intermediate

MS Excel 2000 Basic/Interm./Graphs

MS PowerPoint Basic to Advanced

3) BOLAND COLLEGE PAARL

Basic Office Practice and Ethics

Saturdays 27/08/05, 03/09/05, 10/09/05

4) TAKE THE LEAD HOLDINGS (PTY) LTD

S.A. DURBANVILLE

Telephone Handling Skills

21 February 2006

5) CREATIVE MINDS PAARL

Pastel Partner 7

7 June 2006 – 20 July 2006 (3 x a week)

6) BOLAND COLLEGE PAARL

Introduction to Basic Accounting N4

July 2006 – November 2006 (Wednesdays)

Financial Accounting N4

February 2007 – June 2007 (Wednesdays)

7) STELLENBOSCH UNIVERSITY

Writing of Effective Minutes

29 September 2008 (workshop)

8) STELLENBOSCH UNIVERSITY

Managing PowerPoint Presentation

13 November 2008 (workshop)

WORK EXPERIENCE

10) Denker Capital – Bellville
TEMPORARY CONTRACT POSITION
Receptionist, Office Administrator & PA
23 July 2018 – 30 April 2021

- Receptionist, Telephonist, Admin and PA
- Manage Outlook calendars and meeting invites for the whole company
- Scanning, printing, copying and typing of office documentation and I do some PowerPoint presentations
- Manage emails and replies on behalf of Denker Capital
- Organise meetings/teleconferences/Webex and manage meeting rooms
- Manage Broker invitations

This was only a temporary position.

REFERENCE 1: Wanda Mpiyane

Head of Finance and Operations
(mobile) 073 195 2673

REFERENCE 2: Jacques du Plessis

Chief Operations Officer
(mobile) 082 819 9288

REFERENCE 3: Shane Tremeer

Chief Executive Officer
(mobile) 082 468 0358

- I collect all invoices and manage Creditors payment submissions and Expense Claims of staff
 - Assist with local online travel arrangements and booking of local hotels, transport, etc.
 - Manage Tea Lady
 - Any ad-hoc Personal Assistant tasks given by Directors, Operations, Investments Team and Business Development team
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9) Johnson & Johnson Medical (Pty) Ltd - Pinelands

TEMPORARY CONTRACT POSITION

Administrative Assistant to Lindsay Bloom
9 February 2018 – 9 May 2018

- Follow up on past requests
- Compiling of information on spreadsheets
- Scanning, printing, copying and typing of office documentation

- Accumulating tender documents and info and uploading of tenders
 - Internet research for information
 - Restaurant reservations for meetings
 - Ordering & payment of corporate flower gifts
 - Expense Claims submissions
 - Any other tasks given to me
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This was only a temporary position.

8) Chris Koen Design – Paarl

PERMANENT POSITION

Personal Assistant to Chris Koen
1 April 2013 – 30 September 2017

- Making appointments/organising meetings
 - Internet research for information and markets
 - Marketing via e-mail correspondence
 - Keeping data lists on Excel up to date
 - Monthly statements and invoicing
 - Beginner experience with designing on Corel Draw
 - Fetching of final printed products at printers
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Reason for leaving: Chris Koen relocated and with that my employment contract has ended because he could not afford to employ me further.

WORK EXPERIENCE (continued)

7) Stellenbosch Academy of Sport - Stellenbosch

PERMANENT POSITION

*Personal Assistant to CEO, Rob Benadie
1 December 2011 - 31 March 2013*

- Managed reception/switchboard and office
- Services to clients regarding enquiries
- Booking of sport facilities, conference facilities, accommodation and transport
- Organising of meetings/appointments, year-end functions and refreshments
- Ad-hoc admin, filing, keeping information lists on Excel up to date for report purposes
- Managed company e-mails in a professional and responsible manner
- Internet research for marketing purposes
- Monthly invoicing, receiving payments and keeping payment records up to date
- Programming of security key cards to access building and rooms
- Handled Petty Cash and purchased office- and housekeeping supplies
- Maintained PowerPoint presentations and updated other essential information for website and other departments
- Creating and distribution of various official documents, letters and schedules as per instruction on MS Office and Excel
- Other personal assistant requests from CEO
- Assisted other staff in the building with various requests

Reason for leaving: Chris Koen asked me to work for him and I took the opportunity to gain experience in the packaging design industry.

6) Davis Langdon, An AECOM Company - Stellenbosch/Techno Park

TEMPORARY CONTRACT POSITION

*Reception & General Secretary
23 June 2011 – 31 July 2011*

Reason for leaving: It was only temporary.

- Managed busy switchboard, reception, Tea Lady & Driver
- Maintained a Fee Database on Excel
- Reconciliation of various Expense Claims & Creditors on Excel
- Processed Fee Accounts on Pastel Evolution

5) SAPO Trust - Stellenbosch

*Personal Assistant for General Manager
& ISO Admin Quality Officer*

PERMANENT POSITION

1 December 2007 - 30 April 2011

- Managed Tea Lady/Cleaner, manager's diary/electronic diary
- Assisted General Manager, Middle Management & Business Unit Management
- Organised meetings with Outlook and a formal Agenda, compiled meeting packs and took/typed Minutes from a dictaphone
- Booked local flights/cars/accommodation and various facilities on internet or via telephone/e-mail for conferences, year-end functions or for other occasions and took charge of all the reservations, stationery catering/refreshments and payments
- Purchased office- & housekeeping supplies, gifts & maintenance of office equipment
- Managed company e-mails professionally
- Creating and distribution of various official documents and letters as per instruction on MS Office, Excel, PowerPoint and e-mail
- I was involved in the annual planning of the company budget and did requisitions and purchases according to the budget, reported the actions taken and the results afterwards
- Submitting Expense Claims to Accountant
- Keeping personnel- and other filing, ISO documents, ad-hoc data capturing, information lists and admin up to date

Reason for leaving: I was retrenched.

WORK EXPERIENCE (continued)

4) ASLO Properties - Paarl

Switchboard, General Secretary, Reception & Personal Assistant for MD & CEO

PERMANENT POSITION

1 August 2005 – 30 November 2007

- Managed reception/very busy telephone and assisted both MD and CEO and other staff
- Managed the Tea Lady/Cleaner
- Organised maintenance of office equipment and building, purchased office- and housekeeping supplies with Petty Cash
- Organised flowers and gifts for Managers' acquaintances/families
- Arranged meetings/appointments with Outlook/telephone/e-mail
- Distributed the Agenda and took/typed Minutes from a dictaphone
- Everyday filing and updating of property development information
- Booked local flights/cars/accommodation and various facilities on internet or via telephone/e-mail for conferences, year-end functions or for other occasions and took charge of all the reservations, stationery catering/refreshments and procedures
- Everyday banking of money/cheques and fetching of packages/post/documents from Post Office or architect offices

Reason for leaving: Company closed down.

3) Le Cott Gift Shop – Paarl Shop Assistant

PERMANENT POSITION *1 August 2003 – 31 July 2005*

Reason for leaving: Was approached by ASLO Properties for a better job opportunity.

2) Absa Bank Ltd - Cape Town & Santyger Bank & Bond Securities Clerk & Checker

PERMANENT POSITION *1 December 1997 – 7 January 2002*

Reason for leaving: Resigned because of staff reduction.

1) Metropolitan Life - Bellville & Paarl Renewals of insurance policies & PA to Regional M.

PERMANENT POSITION *1 February 1995 – 30 September 1996*

Reason for leaving: My Regional Manager resigned.
