

MICHELLE DENTON



CONTACT INFORMATION

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🏠 2 De Beers ave, Somerset West, 7130

EXPERIENCE

May 2024 -

ADHOC ADMIN ASSISTANT - TEMP

~ De Velde Lifestyle Estate
Somerset West

2009-2010

ADMINISTRATION ASSISTANT

~ DIN Mining Construction
Rustenburg

2002-2023

PHOTOGRAPHER / OWNER

~ Michelele Nadine Photography

2007-2009

F&I BUSINESS MANAGER

~ GWM (Great Wall Motors)
Rustenburg

2002-2007

ADMIN ASSISTANT / F&I BUSINESS MANAGER

~ M & J Motors & P&M Auto
Rustenburg

REFERENCES

Gadeeja - De Velde Lifestyle Estate (021) 020 0850
Kerry Lea Palm - GWM Rustenburg (014) 592 0973

EDUCATION

NATIONAL CREDIT ACT (NCA CARD)

~ Moonstone Business School of Excellence

FETC - SHORT TERM INSURANCE NQF4

~ Moonstone Business School of Excellence

F&I BUSINESS SCHOOL CERTIFICATE

~ FIBS Business School - 2005

SENIOR CERTIFICATE

~ Bergsig High School - Rustenburg 2001

Skills :

~ Answering & Directing calls
~ Managing Office emails
~ Booking Facilities
~ Maintaining Excell Spreadsheet
~ Microsoft office
~ Additional administration duties
~ Registering & Capturing new Residents
~ Data Capture
~ Job Cards
~ Client Applications for Vehicle Finance
~ Selling value added products
~ Client contract signing
~ Vehicle Registration
~ Pette Cash

PERSONAL INFORMATION

ID Number: 83030600010886

Home Language: Afrikaans

Marital Status: Divorced

Dependants: 2

Language: Afrikaans + English