

To Whom It May Concern,

I am writing to express my interest in the position at your company, as advertised. With extensive experience in administrative support, financial management & customer service, I believe I am well-positioned to contribute positively to your team.

Over the past several years, I have honed my skills across various industries, including automotive, jewellery retail, and insurance, which have equipped me with a broad skill set and the ability to thrive in dynamic and fast-paced environments.

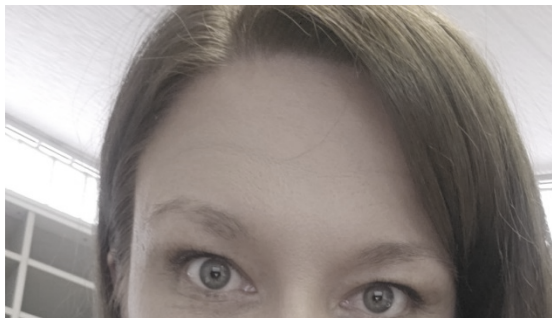
My key qualifications and expertise include:

- **Administration & Office Management:** I possess strong organisational skills developed through roles such as my current position at Topshirt PTY Ltd as a Layout Art Specialist, where I oversee administrative duties, including the design of embroidery layouts, client liaising, and maintaining digital archives. In my previous roles, I have also managed schedules, communication, and office procedures to ensure smooth daily operations.
- **Financial Administration & Accounting:** In positions like my role as Personal Assistant to the Managing Director at Shelby Auto, I developed a keen eye for financial management. I was responsible for processing creditors and debtors, ensuring VAT calculations were accurate, and reconciling accounts using systems like Pinnacle, VMG and Automate. I also have experience in banking, debtor management, and month-end financial closures.
- **Customer Service & Sales:** My experience as a Sales Executive at both Wolf Brothers Jewellers and Jeane Jewellers has allowed me to refine my ability to engage customers, understand their needs, and provide tailored advice. I am adept at managing high volumes of customer interactions, resolving issues, and guiding clients through product selection and customised orders. My strong sales skills are complemented by my ability to foster long-term customer relationships.

I am confident that my skills, experience, and dedication would make me an asset to your company. I am eager to contribute to your success and would welcome the opportunity to discuss how my background can align with your business needs.

Thank you for considering my application. I look forward to the possibility of contributing to your team and am available for an interview at your convenience.

Yours sincerely,
Annerie Meyer



ANNERIE MEYER

PERSONAL INFORMATION

Full Name – Annerie Meyer

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Driver's License – Code B | Own transport

Single - Two dependants

Language proficiency – English & Afrikaans

Helderberg, Cape Town

CAREER HISTORY

Topshirt PTY Ltd

6/2025 - Currently

Position - Layout Art Specialist

Main duties

- Oversee daily administrative operations, ensuring workflow efficiency and coordination across departments.
- Design intricate and visually appealing layouts for embroidery artwork, adhering to client specifications and industry standards.
- Utilise Microsoft PowerPoint to create high-quality presentations that visually communicate design concepts and project timelines to stakeholders.
- Liaise with clients to gather design requirements and provide professional consultation on artistic direction.
- Maintain and update digital archives of completed design projects, ensuring ease of access and compliance with company standards.

Shelby Auto

11/2016 – 5/2025

Position – Administration & Accounts

Main duties

- Acted as the primary point of contact for the Dealer Principal, coordinating calendars, meetings, and correspondence.
- Managed the entire vehicle sales lifecycle, including contract preparation, invoicing, and maintaining up-to-date stock inventories.
- Responsible for maintaining accurate financial records for creditors and debtors, ensuring compliance with internal financial controls.
- Conducted detailed VAT calculations and ensured timely submission of all tax-related documentation for regulatory compliance.
- Implemented and supervised the vehicle licensing and registration process, ensuring all vehicles complied with local government regulations.

Reason for leaving – Retrenched

QUALIFICATIONS

Information Technology Experience

- Microsoft Word
 - Writing and formatting reports, letters, and business documents.
 - Creating professional emails and official documentation (such as contracts or invoices).
 - Document editing, proofreading, and collaboration.
- Microsoft Excel
 - Account reconciliation, banking records, debtor management, and general financial tracking.
- Automate
 - Processing creditors, automating financial processes for efficiency.
- Pinnacle
 - Month-end financial reconciliations and processing.

Resolution Health

- Accredited Advisor
 - Understanding health insurance products and services.
 - Advising clients on healthcare plans, options, and benefits.
 - Assisting with claims, policy management, and customer support.
 - Knowledge of medical insurance processes, regulations, and compliance.
 - Cold calling and appointment setting for insurance-related consultations.

Hoërskool Bastion

- Matric

SKILLS & ATTRIBUTES

- Problem-Solving
- Organisation
- Time Management
- Adaptability
- Leadership
- Collaboration
- Attention to Detail
- Communication

Pharoah Auto Investments

2/2015 - 10/2016

Position - Jnr Creditors Clerk

Main duties

- Processed creditor orders and invoices, ensuring accurate financial documentation and compliance with payment terms.
- Reconciled creditor statements monthly, addressing discrepancies and liaising with suppliers for prompt issue resolution.
- Managed fuel expense tracking for operational vehicles and performed general administrative tasks, supporting the finance team.

Hyundai Midrand

9/2012 - 1/2015

Position - Admin Clerk

Main duties

- Assisted with HR functions, including employee contracts, overtime calculations, and staff attendance management.
- Reconciled daily banking transactions and maintained debtor accounts, ensuring accurate payment processing.
- Managed automated creditor processing and supported month-end financial closing procedures.

Reason for leaving – Offered better opportunity

Wolf Brothers Jewellers Greenstone

4/2011 - 8/2012

Position - Sales Executive

Main duties

- Delivered exceptional customer service, guiding clients through jewellery selection, custom orders, and repairs.
- Managed inventory control and stock replenishment, ensuring accurate product tracking.
- Created detailed quotations for custom jewellery and performed in-store repairs, enhancing customer satisfaction.

Reason for leaving – Offered better opportunity

Jeane Jewellers

6/2009 - 3/2011

Position - Sales Executive

Main duties

- Promoted and sold jewellery products, offering personalised consultations and expert design advice.
- Managed daily inventory counts and ensured accurate labelling and display of stock.
- Handled jewellery repairs, including polishing and engraving, while supporting administrative tasks.

Reason for leaving – Offered better opportunity

GM Tours

11/2008 - 5/2009

EXPERTISE

Administrative Support

- Extensive experience in managing office operations, including document management, invoicing, reconciliations, and general office support. Strong background in handling both routine and complex administrative tasks with attention to detail.

Financial Administration

- Expertise in processing creditors, debtors, VAT calculations, and account reconciliations. Proficient in using accounting software (e.g., Pinnacle) for accurate financial management and month-end closings.

Sales and Customer Service

- Skilled in delivering high-quality customer service, managing client orders, providing sales consultations, and offering bespoke solutions, particularly within the retail and automotive sectors.

Inventory Management

- Proficient in stock control, inventory management, and conducting daily stock counts. Experienced in managing stock levels and ensuring accurate product documentation.

Vehicle Administration

- Specialised in managing vehicle stock, registrations, licensing, and other vehicle-related administrative duties in the automotive industry.

Travel and Booking Coordination

- Experience in managing travel bookings, including flight reservations, hotel stays, and transportation logistics, while ensuring smooth coordination for clients.

Technology Proficiency

- Proficient in using MS Office (Word, Excel, PowerPoint) and other administrative tools for financial reporting, document creation, and data management.

Position - Travel Booking Agent

Main duties

- Coordinated all aspects of travel bookings, including flights, hotels, and transportation.
- Delivered tailored travel recommendations and managed client inquiries, ensuring optimal itineraries.
- Maintained accurate travel documents and handled administrative tasks related to bookings.

Reason for leaving - Company Liquidated

MPL Advisors 2/2008 – 10/2008

Position - Healthcare & Broker Assistant

Main duties

- Provided administrative support, scheduling appointments and preparing documentation for brokers and clients.
- Processed new medical insurance applications, ensuring timely and accurate submission of documents.
- Assisted clients with insurance queries, providing advice and managing client records.

Reason for leaving - Relocated

Marathon Earthmovers 3/2007 – 10/2007

Position - Jnr Admin Clerk

Main duties

- Captured and processed operational data, including machinery and fuel usage.
- Managed daily administrative tasks, such as filing and responding to internal queries.
- Assisted in maintaining fuel records and inventory, supporting the operations team.

Reason for leaving – Insufficient Salary

CHARACTER REFERENCES

Pharoah Auto Investments

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Hyundai Midrand

- Mrs C Grobler
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Wolf Brothers Jewellers Greenstone

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