

# CURRICULUM VITAE OF ELMARIE NASH

## PERSONAL DETAILS

SURNAME	NASH
FIRST NAME	ELMARIE
HOME ADDRESS	10 Groningen Street Kabega Park PORT ELIZABETH South Africa 6025
TELEPHONE NUMBERS	(+27) 84 556 7705
E-MAIL ADDRESSES	elmo.vdwalt@gmail.com
IDENTITY NUMBER	860214 0048 08 8
DATE OF BIRTH	14 February 1986
GENDER	Female
MARITAL STATUS	Married
NATIONALITY	South African
HOME LANGUAGE	Afrikaans
OTHER LANGUAGE	English
HEALTH	Good
CRIMINAL RECORD	None
DRIVERS LICENSE	Code 08

**EDUCATION**

SCHOOL Framesby High School

HIGHEST GRADE PASSED Grade 12 – 2004

**TERTIARY EDUCATION**

INSTITUTION Nelson Mandela Metropolitan University

COURSE National Certificate in Office Management and Technology

PERIOD 2005

INSTITUTION Nelson Mandela Metropolitan University

COURSE National Diploma Tourism Management

PERIOD 2007 - 2009

INSTITUTION Nelson Mandela Metropolitan University

COURSE Baccalaureus Commercii Honores (Tourism)

PERIOD 2010 (FULL-TIME)

INSTITUTION Varsity College

COURSE Bookkeeping to Trial Balance

PERIOD 2016 (PART-TIME)

## **EMPLOYMENT HISTORY**

PART-TIME WAITRESS  
(2005 – 2008)

Friends Coffee Shop  
Metlife Plaza  
PORT ELIZABETH

TRAINEE  
(January 2009 – March 2009)

Keiskama Bed and Breakfast  
12 Keiskama Street  
Summerstrand  
PORT ELIZABETH

STUDENT INTERN  
(April 2009 – July 2009)

Bayworld  
Beach Road  
Humewood  
PORT ELIZABETH

PART-TIME WAITRESS &  
MANAGER  
(January 2011 – June 2011)

Friends Coffee Shop  
Metlife Plaza  
PORT ELIZABETH

PERSONAL ASSISTANT TO  
DIRECTOR  
(July 2011 – June 2013)

Telecel Eastern Cape / Telecentric  
124 Fordyce Rd  
Walmer  
PORT ELIZABETH

PART-TIME ASSISTANT  
(July 2013 – January 2015)

Telecel Eastern Cape / Telecentric  
124 Fordyce Rd  
Walmer  
PORT ELIZABETH

PART-TIME ADMIN  
ASSISTANT / RECEPTIONIST  
(June 2013 – Present)

Klerck & Maritz Trustees CC  
81 Mangold Street  
Newton Park  
PORT ELIZABETH

### **RESPONSIBILITIES**

Dictaphone typing, answering of the telephone, filing of paper work, management of day-to-day office operations and attending to the reception.

Assisting with drawing and typing of insolvent estate accounts / liquidations.

Banking and reconciliation of estate accounts. Bookkeeping, payments, completing and submitting VAT returns, petty cash.

PART-TIME ADMIN  
ASSISTANT  
(October 2013 – May 2019)

J Louw Attorney & Conveyancer  
81 Mangold Street  
Newton Park  
PORT ELIZABETH

RESPONSIBILITIES

Dictation typing and typing of deceased and insolvent estate accounts.

PART-TIME WAREHOUSE  
MANAGER  
(January 2014 – August 2014)

Natural Beauty for Africa Trading  
10 Groningen Street  
Kabega Park  
PORT ELIZABETH

PART-TIME TYPIST  
(April 2016 – May 2019)

Inlexso (Pty) Ltd – Transcription Services  
49 Worraker Street  
Newton Park  
PORT ELIZABETH

RESPONSIBILITIES

Transcription of court cases.

**REFERENCES**

TELECEL E.C.

Edward Bennett  
Director  
(+27) 82 336 6388

KLERCK & MARITZ  
TRUSTEES

Esme Dorfling  
Member  
(+27) 82 448 1412

Hermanus Maritz  
Member  
(+27) 82 557 3310

J LOUW ATTORNEYS

Jacobus Louw  
Attorney / Trustee  
(+27) 82 654 9550

INLEXSO (PTY) LTD

Greta Zietsman  
(+27) 41 374 8115