



CURRICULUM VITAE OF CHRISTINE SWANEPOEL

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PROFESSIONAL SUMMARY

I am a hard-working, motivated and enthusiastic employee with a proven record in the business industry. I always strive to achieve my personal best, at any given task and in any situation. I'm willing to enhance my knowledge necessary for the job.

EDUCATION

Last School Attended:
Highest Standard Passed:
Subjects:

Hoërskool Garsfontein (See letter)
Matric – Grade 12
English
Afrikaans
Maths
Economics
Accounting
Business studies
Life Orientation (passes with distinction)

TERTIARY EDUCATION

Institution	Description	Main subjects	Year
University of Pretoria	Bcom Financial Science	1. Financial Management 2. Taxation 3. Financial Accounting	Completed degree in 2018.

EMPLOYMENT HISTORY

Employer:
Type of Business:
Position held:
Period of employment:
Main responsibilities:

I Lazarus & Co (See letter)
Auditing & Accounting
Student Bookkeeper
2014-2016 (During University holidays)
Processing bank statements to trial balance
Bank reconciliation on Pastel
Processing Customer & Supplier invoices on Pastel
Assisting with VAT audits
Compiling working papers for financial statements
Completing financial statements

Employer:
Position held:

Laerskool Constantiapark
Hockey coach and Aftercare teacher

Period of employment:
Responsibilities:

2014
Coaching a Grade 7 hockey team. (See letter)
Helping out at the aftercare centrum, all ages.

Employer:
Position held:
Period of employment:

Margo Davidson
Au Pair
2017-2018

Employer:
Position held:
Period of employment:
Main responsibilities:

Pieter Aucamp
Home-schooling Teacher (Impaq)
2018
Educating senior phase modules such as:
✓ Economical business management
✓ Social sciences
✓ Technology

COMMUNITY WORK

Type of work:
Responsibilities:

Spiritual Youth Mentor at WINKELSPRUIT
Being a mentor to a group of Grade 9 girls.

COMPUTER KNOWLEDGE

- Microsoft Office (Excel, Word & PowerPoint)
- Pastel Partner (I did a course at University of Pretoria and also worked on Pastel at I Lazarus & Co) 0124203795

REFERENCES

COMPANY	NAME	TELEPHONE NUMBER
I Lazarus & Co	Jolandie Crauwcamp	083 764 3943
	Margo Davidson	082 416 9280
	Pieter Aucamp	083 304 0987