

## Concise resume of Anil du Plessis

---

### *Keywords*

---

Computer Literate (MS Office)

Communication Skills

Thorough

Deadline driven

Honest

---

### *Personal Information of Representative*

---

<b>Name</b>	Anil
<b>Surname</b>	Du Plessis
<b>ID Number</b>	6702160014085
<b>Cell phone</b>	0823768421
<b>Email address</b>	<a href="mailto:servatality@gmail.com">servatality@gmail.com</a>
<b>Nationality</b>	South African
<b>Drivers Licence</b>	Code 08

---

### *Education*

---

<b>School</b>	H/S Oos-Moot
<b>Qualification</b>	Matric
<b>Subjects</b>	Afrikaans HL English SL Mathematics Geography Biology Northern Sotho
<b>Attained</b>	1985
<b>Institution</b>	NKP
<b>Qualification</b>	HED Senior Primary Education Diploma
<b>Subjects</b>	Afrikaans IV

## Concise resume of Anil du Plessis

<b>Attained</b>	Northern Sotho IV Skoolvoorligting IV Methods Pedagogy 1989
<b>Institution Certificate Attained</b>	Premos (Tshwane Leadership and management Academy) Client Service (In Service) 2003
<b>Institution Certificate Attained</b>	Udemy.com Online course: Become a Copy Editor and Proofreader December 2023
<b>Institution Certificate Attained</b>	Top Transcribers Academy Online course: Top Transcribers Course September 2024

---

### *Skills*

---

<b>Computer Literate</b>	Adobe Acrobat MS Word MS Outlook and Gmail MS Excel MS PowerPoint Zoom Workplace
<b>General Administration</b>	
<b>Attention to Detail</b>	
<b>Client Liaison</b>	
<b>Confidentiality</b>	
<b>Customer Relationship Management</b>	

---

### *Employment History*

---

<b>1. Employer Position Tasks</b>	Self-employed – Business owner – Servatality Administrative Consultant We specialise in but not limited to: Copy Edit and Proofread Document Development Data Capturing and Document Management
-----------------------------------	--

## Concise resume of Anil du Plessis

- Transcription  
Translation Afrikaans to English and English to Afrikaans  
Pet visits in Pretoria.  
**Period employed** January 2024 – Current
2. **Employer** L/S Villieria Aftercare Centre  
**Position** Aftercare teacher.  
**Tasks** We look after the school kids at the school's aftercare centre in the afternoons and during school holidays. We take the kids to sports obligations and stay at the school once a month until the last kid is fetched.  
**Period employed** August 2019 – Current  
**Reason for leaving** I need a bigger challenge.
3. **Employer** Grasslands Pre-school, Pretoria, Gauteng  
**Position** Teacher at the pre-school baby class.  
**Period employed** September 2017 – November 2017  
**Reason for leaving** Contract expired.
4. **Employer** Self-employed  
**Position** Virtual Administrative Consultant  
**Tasks** General Admin  
Client Service  
Data Capturing and Document Management  
**Period employed** October 2014 - Current
5. **Employer** City of Tshwane (Municipal Courts), Pretoria  
**Position** Administrative Officer  
**Period employed** August 2008 – April 2016  
**Reason for leaving** I resigned to manage my own business.
6. **Employer** City of Tshwane (Wastewater and Sanitation), Pretoria  
**Position** Administrative Officer  
**Period employed** January 2007 – July 2008  
**Reason for leaving** I got a transferral to COT Municipal Courts.

**Full employment history available on request**

---

### *Personal Attributes*

---

Energetic

## Concise resume of Anil du Plessis

Loyal

Honest

Friendly

Hard working

Deadline driven.

---

### *Hobbies and Interests*

---

Reading

Walking

MMA Sports (spectator)

---

### *Career Objective*

---

Although I am a qualified teacher, I built up much more experience in the administrative field and I am looking for a new challenge as well.

---

### *References*

---

1. Beatrice Enslin (Client); Cell no: 0834638464; Email address: [beatrice.enslin@gmail.com](mailto:beatrice.enslin@gmail.com)