

34A Gladiolus St.  
Malabar  
Port Elizabeth  
South Africa  
6020

**To whom it may concern:**

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**Application for remote work: Prolife Admin / Personal Assistant / Secretary / Receptionist**

I, Janine Stephanie Laing, am a South African citizen and a native English speaker with Afrikaans as my second language.

My resume (below) reflects that my experience has been gained in careers directly related to **personal assistant/secretarial (typist), admin, data capture, HR** and social media work. Re Pro-life (I am the President of Christians United for Life – an International Pro-life Organisation - ± 3,500 followers on social media).

I am hard-working, motivated, dedicated and goal oriented. I am always willing to learn and explore new ideas in order to improve my levels of operating. I enjoy working with others and possess impeccable time management and communication skills.

I have had many achievements due to my strong administrative and organizational skills, viz. I was **a Brilliance Award Winner (The Ruby Club) in 2012 at Absa Bank**. I would relish the opportunity to bring this level of success to your institution/organisation.

If you would like to get in touch to discuss my application, you can contact me **via email [janinelaing7@gmail.com](mailto:janinelaing7@gmail.com) or mobile +27 (0)822216242.**

Thank you in advance for your consideration. I look forward to hearing from you.

Yours sincerely

**Janine Laing (Ms.)**

✉ [janinelaing7@gmail.com](mailto:janinelaing7@gmail.com)

📞 **+27 (0)822216242**

*Curriculum Vitae*  
*of*  
*Janine Stephanie Laing*



**PERSONAL DETAILS:**



Surname	:	Laing
First Names	:	Janine Stephanie
Address	:	34A Gladiolus St., Malabar Port Elizabeth, South Africa, 6020
Contact Number	:	+27 (0)82 221 6242
Date of Birth	:	16 May 1971
Identity Number	:	710516 0166 08 8
Gender	:	Female
Marital Status	:	Single
Dependants	:	None
Nationality	:	South African
Languages	:	English (1 <sup>st</sup> language) Afrikaans (2 <sup>nd</sup> language)
Driver's Licence	:	Code 08
Criminal Offences	:	None
Religion	:	Roman Catholic
Interests	:	Social media (religious work), reading, watching sport, socialising, dining out

## **EDUCATIONAL QUALIFICATIONS:**

High School Graduation : Woolhope Secondary School

Grade Passed : Grade 12 - Matric Exemption / High School Diploma (1988)

Subjects : English (1<sup>st</sup> language) HG  
Afrikaans (2<sup>nd</sup> language) HG  
Mathematics SG  
History HG  
Accounting HG

Duties and Responsibilities : School Prefect

## **TERTIARY EDUCATION:**

Name of Institution : **THE TEFL INSTITUTE OF IRELAND**

Certificate : TEFL (Teaching English as a Foreign Language) (Advanced Course)

Year : 2021 (Mar)



## **SPECIAL SKILLS / KNOWLEDGE / TRAINING:**



(A) Microsoft Training:  
Word L1 & L2 (2002), Excel L1 & L2 (2002), Powerpoint '97 L1 (2002), Outlook '98 L1 (2002), Word 2000 (2002), Excel 2003 L2 (2009)

**\* *upskilled – Microsoft 2016***

- (B) SAP SRM Training (2006)
- (C) HR SAP Org & Position Management & Payroll Training (2008)
- (D) iTalent Training (2009)
- (E) HRA SAP Systems Training (2009)
- (F) 1<sup>st</sup> Level Regulatory Exam: Rep's (2014) \*passed with a distinction – Financial Services Board (FSB)

## **RELIGIOUS**

- (A) Third Order Member of the Heralds of the Gospel
- (B) Catechist ± 10 years
- (C) Reader ± 37 years
- (D) Pro-lifer (President of Christians United for Life – International Pro-life Organisation - ± 3,500 followers)
- (E) Auxiliary member of the Legion of Mary



- (F) Member of the Archconfraternity of the Holy Face
- (G) Member of the Confraternity of the Holy Rosary
- (H) Member of the Confraternity of the Brown Scapular
- (I) Member of the Confraternity of Our Lady of Fatima
- (J) Member of the Association of the Miraculous Medal
- (K) Currently managing the Heralds of the Gospel South Africa facebook page  
<https://www.facebook.com/profile.php?id=100094639471539>

**OTHER**

- (A) Website design & maintenance – self taught
- (B) Self-Publisher & Author (2020 to date)

**EMPLOYMENT HISTORY:**



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|--------------------|---|--|
| Employer           | : | <b>EP Building Society</b><br>P.O. Box 815<br>Port Elizabeth<br>6000                 |
| Duration           | : | 01 February 1990 – 31 January 1991   |
| Job Title          | : | <b>Machinist</b>   |
| Duties             | : | Daily book posting; general ledger updating; updating client records, data capturing |
| Duration           | : | 01 February 1991 – 31 March 1993   |
| Job Title          | : | <b>Dividend Bank Assistant</b>   |
| Duties             | : | Trust Bank recons; daily book posting; compiling daily books                         |
| Reason for leaving | : | Retrenched   |

**Re-Employment at the Same Company**

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|--------------------|---|-------------------------------------|
| Duration           | : | 09 August 1993 – 14 February 1994   |
| Job Title          | : | <b>Grants Processing Assistant</b>  |
| Duties             | : | Processing of new and further bonds |
| Reason for leaving | : | Retrenched                          |

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|----------------|---|--|
| Employer       | : | <b>Bankfin Branch 558</b><br><b>(Eastern Cape Admin Branch)</b><br>Tel: +27 (0)41 – 502 1111 |
| Duration       | : | 07 November 1994 – 20 June 1995  |
| Job Title      | : | <b>Securities Clerk</b>  |
| Duties         | : | VOB's (paid up accounts); branch queries   |
| Duration       | : | 21 June 1995 – 31 December 1996  |
| Cross Training | : | <b>Admin Clerk</b>   |
| Duties         | : | Branch faults on their files; stamping contracts &   |

other important documents

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Employer : **Bankfin Branch 181  
(Eastern Cape Regional Office)**  
Tel: +27 (0)41 – 502 1111

Duration : 01 January 1997 – May 2000  
Job Title : **Secretary to Area Managers**  
Duties : General secretarial duties including travel  
planning

Duration : June 2000 – 30 August 2002  
Job Title : **Secretary to Regional Manager**  
Duties : General secretarial duties including travel  
planning

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Employer : **ABSA Vehicle Finance - VFD Eastern Cape  
Regional Office**

***NB! Name change from Bankfin to  
ABSA Vehicle Finance (2002)***  
Tel: +27 (0)41 - 502 1111

Duration : 01 September 2002 – 31 October 2008  
Job Title : **Personal Assistant to Regional Manager/  
HR Administrator**  
Duties : general secretarial duties, office management  
(e.g. stationery purchases on SAP SRM system,  
grocery purchases, actioning IT related  
requests), travel planning for the entire team,  
payment of accounts as well as HR admin for the  
entire VFD Eastern Cape Team

***NB! In May 2005 Barclays Bank of the  
United Kingdom purchased 56.4% stake in  
ABSA – ABSA Bank thereafter operated as a  
global international organisation (a member  
of the Barclays Group)***

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Employer : **ABSA Human Resources**  
Tel: +27 (0)41 - 502 1111

Duration : 01 November 2008 – 31 March 2011  
Job Title : **HR Assistant / HR Administrator**  
Duties : general secretarial duties, office management  
[e.g. stationery purchases on SAP SRM system,  
grocery purchases, actioning IT related  
requests], travel planning for the entire team,  
payment of accounts as well as HR admin for the  
entire HR Eastern Cape Team

Duration : 01 April 2011 – 19 January 2014  
Job Title : **Secretary / Team Assistant**  
Duties : general secretarial duties, office management (e.g. stationery purchases on SAP SRM system, grocery purchases, actioning IT related requests), travel planning for the entire team, payment of accounts as well as HR admin for the entire HR Eastern Cape Team & Action monthly General Ledger Reconciliation reports for Finance

Employer : **ABSA Vehicle Finance**  
Tel: +27 (0)41 - 502 1111

Duration : 20 January 2014 – 20 October 2017  
Job Title : **Administrator Sales Support**  
Duties : general admin duties, payment of accounts, general ledger recon reports, retention leads

Reason for leaving : Resigned (service - 23 years) due to family Responsibilities

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Employer : **St. Ambrose College NPC**  
Port Elizabeth, South Africa  
Tel: +27(0)763844323

***\* part-time employment***

Duration : 2013 to 2018  
Job designation : Bursar  
Controlling financials:  
payment of accounts, payment of staff salaries/stipends, reception of learner fees, fundraising, banking, advertising for the College

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Employer : **First4UTutors**  
Port Elizabeth, South Africa  
Tel: +27(0)822216242

***\* self-employed***

Duration : Feb 2019 to June 2023  
Job designation : Private Tutor  
\* to non-native English speakers – adults from Mexico and local students and children with learning barriers



**Richie Klaas**

Portfolio Manager  
(ABSA Vehicle Finance: Port Elizabeth)  
Cell: +27 (0)73 459 9833

**Vusani Pamba**

Regional Manager  
(ABSA Vehicle Finance: VFD Eastern Cape)  
Cell: +27 (0)82 370 9270

**Jackie Coetzer**

Regional Manager  
(ABSA Vehicle Finance: VFD Western Cape)  
Tel: +27 (0)21 - 943 4700  
Cell: +27 (0)82 453 3339

**Gerard Joyce**

Provincial HR Manager  
(ABSA Human Resources: Western Cape)  
Tel: +27 (0)21 - 440 4844  
Cell: +27 (0)83 267 7378