

# 2014

## CURRICULUM VITAE

SANET CROUS

### EDUCATIONAL QUALIFICATIONS

#### 1. Tertiary training:

**University:**

University of the Free State  
Bloemfontein

**Course:**

*January 2001 – December 2001*

Baccalaureus Commercii  
(Honours) in Business Management

*January 1997 – December 2000*

Baccalaureus Commercii  
(B. Com.)

#### 2. Secondary training:

**Last school attended:**

Fichardtpark  
Bloemfontein  
(1992 – 1996)

**Highest standard passed:**

Standard 10

**Achievements:**

Half-colours (Academic)  
CMS-Leader

#### 3. Other Qualifications:

Computer literacy

Windows XP

MS Office: Word, Excel, PowerPoint, MS-Projects,

Lotus 1-2-3

Internet / Webpage

**Advanced courses attended:**

- MS Excel levels 2 & 3 (CCS IT Solutions)
- Pastel Version 8 (Elmar Accounting- & Computer Services)
- Access 2010

**EMPLOYMENT HISTORY**

**2003 – current**                      **University of the Free State - Centre for Financial Planning Law:**

**1 September 2003:**      **Administrative Officer**

**1 May 2004:**                      **Senior Assistant Officer**

**1 December 2008:**      **Officer**

The Center for Financial Planning Law is a semi-autonomous extension of the Faculty of Law and offers postgraduate distance learning courses under the auspices of the UFS, for financial planners.

I was appointed at the Center when it was a relatively new addition to the Faculty and the opportunities for developing and improving the initial administrative and financial structures were challenges I found stimulating.

As an officer of the center my current duties and responsibilities include:

General and student administration as well as liaising with Financial Department of the UFS and reconciliation of student accounts, compiling the annual Information Guide for prospective students, liaising with the private sector for group payments, managing ad hoc claim forms, managing the center's budget, issue invoices, in charge of maintaining and purchasing equipment and updating the Center's web page.

**2002 – 2003**                      **Bankfin Commercial**

*(a) March – June 2002:* Client Liaison Officer/Office Administrator – Preparation and validation of documentation for the finalisation of financial agreements.

*(b) July 2002 – July 2003:* Promoted to Investigative Accountant – Gathering and analysing relevant information and compiling financial portfolios for final approval.

**2001**                                      **University of the Free State**

*(a) Student fees: 8 Jan. – 16 Feb.*

Registration of students, responsible for cash register, receipt of registration and banking fees.

*(b) Economic and Management Sciences department*

Correction answer papers (first, second and third year papers).

Student employment.