



Eunice Ruiters

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am professional, reliable, highly organized and a great decision maker

I have the ability to work in highly pressurized environments while paying attention to detail

I believe in loyalty, punctuality and efficiency

I am a good team player and my desire is to ensure that all goals and targets set for me and my colleagues are not only met but exceeded

I am fashionably bold, youthful, brand cautious and target driven

Preferred work location Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1987-12-25 (36 years old)

Gender Female

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2019.06 iki 2020.06**

Company name Kwelanga Training

You were working at: Sales administrartor

Occupation Telesales Administrator

What you did at this job position? Telesales, Administration and Training Coordination

Working period **nuo 2016.11 iki 2018.06**

Company name Duesouth

You were working at: Sales person

Occupation Assistant Manager

What you did at this job position? Sales, Cashier, Merchandising, Canvassing, Administration

Working period **nuo 2015.02 iki 2016.06**
 Company name Uti Logistics
 You were working at: Data capturers
 Occupation Data Capture lerk
 What you did at this job position? Capturing GRN's, Administration, Stocktake, Picker, Packer

Working period **nuo 2007.02 iki 2011.11**
 Company name Microfile
 You were working at: Data capturers
 Occupation Data Capture Clerk
 What you did at this job position? Retrieval and Return Clerk, Data Capture, Reception, Archives

Working period **nuo 2012.02 iki 2012.07**
 Company name Dept of Home Affairs
 You were working at: Data capturers
 Occupation Data Capture Clerk
 What you did at this job position? Capturing of Immigration information

Education

Educational period **nuo 2001.01 iki 2005.12**
 Degree Grade 12 / Matric
 Educational institution Gamble Street Secondary School

Educational period **nuo 2006.01 iki 2006.08**
 Degree Certificate
 Educational institution Hilltop Empowerment Centre
 Educational qualification Office Administration
 I could work Office Administration, Excel, Ms Word, PowerPoint, Outlook

Educational period **nuo 2019.08 iki 2019.08**
 Degree Certificate
 Educational institution Kwelanga Training
 Educational qualification Minute Taking for Meetings

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
isiXhosa	basic	basic	basic

Computer knowledge

Ms Word

Excel

Outlook

PowerPoint

Conferences, seminars

Sales conference in Cape Town(Sales Guru)

Additional information

Your hobbies	I am a fun outgoing person
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-03-00 (8 years)
Salary you wish	9000 R per month
How much do you earn now	8000 R per month