



Nadia Jacobs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am delighted to offer my services at your department, I deem myself fit for this position on the basis that I am patient, work well under pressure, service orientated, and assertive.

I can attribute the following skills, which complements your job description to the experience I have gained as an administrative and data entry clerk at Roadlab Laboratories and through leadership and volunteering activities I have engaged in throughout my time at university:

- * Attending to inbound and outbound correspondence to clients with good etiquette, telephonically and through email.
- * Managing and prioritizing tasks with proficiency.
- * Good filing (electronic and manual) and safekeeping of documents.
- * Effective communication
- * Engaging with people from all walks of life.

I understand how important this role is to the effective operation of your department and I can assure you that I will not only be able to hit the ground running, but I will work at a fast pace too. I look forward to building a good reputation as a reliable and trustworthy Customer Service Agent at your department, in a field I feel both happy and fulfilled in.

My CV is enclosed for your review and contains further details of my experience. I would appreciate discussing the details about this position with you soon.

Sincerely,

Nadia Jacobs.

Preferred occupation

Data capturers
Administrative jobs

Administrators
Administrative jobs

Preferred work location

Gauteng

Contacts and general information about me

Day of birth	1996-08-21 (27 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.06 iki 2019.01
Company name	Roadlab Laboratories (Pty) Ltd
You were working at:	Data capturers
Occupation	Data Capturer & Office Administrative Clerk
What you did at this job position?	Data Capturer & Office Administration • Verify that laboratory test results are completed correctly and report results. • Capture all data pertaining to the staff and the laboratory in its entirety; inter alia, log sheets, timesheets, calibrations of equipment, staff training schedules • Execute duties delegated to me by the Laboratory Manager; inter alia, keeping meeting minutes, compiling timesheets etc. • Compose correspondence to head office and clients under the direction of the Laboratory Manager. • Keep comprehensive records of the office and laboratory’s activities through filing systems. • Produce scans and photocopies for the office and laboratory as requested. • Note-taking and time keeping. • Daily Cleaning of the Office. Occupational Health and Safety Representative • Immediate reporting of all hazardous conditions and unsafe acts within my responsibility to my supervisor. • Conduct formal daily, weekly, and monthly reviews of health and safety measures within my area of responsibility by undertaking an inspection and recording my findings in a checklist. • Forward completed checklists to my supervisor for action prior to the completion of the shift on which my inspection was completed. • Compile a Monthly Health and Safety Report and submit the report to the Health and Safety Committee for review at each meeting

Education

Educational period	nuo 2015.01 iki 2020.12
Degree	Degree
Educational institution	University of Pretoria
Educational qualification	LL.B. Law

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	very good	very good

Computer knowledge

Proficient in Microsoft Office: Word, Excel, PowerPoint, and Outlook

Proficient in: Adobe Acrobat Reader

Recommendations

Contact person	Gusty Jacobs
Occupation	Senior Laboratory Manager
Company	Roadlab Laboratories (Pty) Ltd
Telephone number	+27 11 828 0279.
Email address	gusty@roadlab.co.za

Additional information

Your hobbies	<ul style="list-style-type: none">• Reading non-fictional books• Ballet• Karate• Taekwondo
Driver licenses	None
Salary you wish	8000 R per month