



# 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 (28 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period	<b>nuo 2018.06 iki 2019.01</b>
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	<b>nuo 2015.01 iki 2020.12</b>
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"> <li>• Reading non-fictional books</li> <li>• Ballet</li> <li>• Karate</li> <li>• Taekwondo</li> </ul>
Driver licenses	None
Salary you wish	8000 R per month