



Farrahnaaz Rajaal

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- receptionist
- sectary
- bookkeeper
- switchboard operator

My positive points are always being punctual, responsible, trustworthy, ambitious and reliable.

One of my positive points is also being able to work and be around different people with different types of people in any environment. Also being computer literate is one of my positive points.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2020.07 iki 2021.01
Company name	City Paint and Tool
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Operating the switchboard, receiving and sending emails for salesman, taking messages for salesman, passing credits on customers accounts

Working period **nuo 2020.07 iki 2021.01**
 Company name City Paint and Tool
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Helping customers pay for their goods, cash and account. Checking if the correct and paid goods are leaving the premises, doing refunds and exchanges

Working period **nuo 2020.07 iki 2021.01**
 Company name City Paint and Tool
 You were working at: Administrators
 Occupation Receiving clerk
 What you did at this job position? Checking and receiving stock, and booking stock into system. Printing and labeling stickers for stock.

Working period **nuo 2020.07 iki 2021.01**
 Company name City Paint and Tool
 Occupation Filling
 What you did at this job position? The daily filling of important documents for the company, delivery notes and credit notes in a particular order.

Education

Educational period **nuo 2013.01 iki 2017.12**
 Degree Grade 12 / Matric
 Educational institution St Thomas Senior Secondary High School
 Educational qualification Matric certificate

Educational period **nuo 2019.03 iki 2019.04**
 Degree Certificate
 Educational institution Siyafunda community technology centre (Al Fidaa foundation)
 Educational qualification Completing the Intel Easy Steps course as part of the Intel She Will Connect Program.
 I could work Intro to computers, Internet & Email, Word processing, spreadsheets, PowerPoint, entrepreneurship, social media.

Educational period **nuo 2019.06 iki 2019.07**
 Degree Certificate
 Educational institution Siyaya Skills Institute
 Educational qualification World of work readiness programme.

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Afrikaans	fluent	fluent	fluent
isiXhosa	basic	basic	do not know

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft Office
 Microsoft PowerPoint
 Adobe
 Turnkey
 Sage Evolution
 Spreadsheets
 Google
 Gmail
 Outlook
 Social media

Recommendations

Contact person	Chris Van Heerden
Occupation	Manager
Company	City Paint and Tool
Telephone number	0414847666
Email address	Reception@citypaint.co.za
Contact person	Tracy Iouw
Occupation	Human Resource Manager
Company	City paint and tool
Telephone number	0833994954

Additional information

Your hobbies	Reading Swimming Jogging Listening to music Socializing
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	5000 R per month