



# Deberah Van Rooi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have been working as an administrator for the past 13 years. I started off as a receptionist and soon was promoted to an administrator in the first six months of my first employment. I am passionate about what I do and learning new skills. I have completed a number of training courses such as Financial Management, Early Childhood Development, and an introductory course to Business Management. I have developed a strong skillset including data management.

|                         |  |
|-------------------------|--|
| Preferred occupation    | <b>Administrators</b><br>Administrative jobs |
|                         | <b>Teachers</b><br>Teaching jobs             |
| Preferred work location | <b>Upington</b><br>Northern Cape             |
|                         | <b>Keimoes</b><br>Northern Cape              |
|                         | <b>Kathu</b><br>Northern Cape                |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1988-12-29 (35 years old)   |
| Gender               | Male  |
| Residential location | <b>Keimoes</b><br>Northern Cape   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2007.01 iki 2007.12**  
Company name Apollo E&I Construction  
You were working at: Administrators  
Occupation Administrator  
What you did at this job position? Singlehandedly provided a comprehensive, high quality administrative, secretarial service to the construction team. \* Deal with email enquiries. \* Maintaining a clean and enjoyable working environment, \*Handling external and internal mail. \* Maintain inventory lists.

Working period **nuo 2012.01 iki 2012.06**  
Company name KGI Financial Services  
You were working at: Data capturers  
Occupation Data Capturer  
What you did at this job position? To capture information from hard copies to electronic system, i.e. excel and QuickBooks. Ensure that the information that is captured is accurate and in good standard. \* Enter information from documents to be stored and transmitted. \* Consistently check the work accuracy and completeness. \* Complete forms and edits current information. \* Read the information and key the data into the necessary fields. \* Compare the entered information with the source

Working period **nuo 2013.09 iki 2014.11**  
Company name Teyma SA  
You were working at: Administrators  
Occupation Administration Clerk  
What you did at this job position? Coordinating office activities and operations to secure efficiency and compliance to company policies. Support budgeting and bookkeeping procedures. \* Create and update records and databases with personal, financial and other data. \* Track stocks of office supplies and place orders when necessary. \* Manage phone calls and correspondence. \* Keep record of invoices on a monthly basis of both sites. \* Handle petty cash on a daily basis of both sites.

Working period **nuo 2015.08 iki 2016.02**

Company name Blaauw's Transport

You were working at: Administrators

Occupation Receptionist

What you did at this job position? Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. Answering screening and forwarding incoming phone calls. Receiving and sorting daily mail. \* Ensure reception area is tidy and presentable, with all necessary stationary and material (e.g. pens, forms) \* Provide basic and accurate information in-person and via phone or email. \* Order office supplies and keep inventory of stock. \* Keep updated records of office expenses and costs. \* Handle petty cash on a daily basis. \*Perform other clerical duties such as filling, photocopying and faxing.

**Education**

Educational period **nuo 2013.01 iki 2013.11**

Degree Certificate

Educational institution Gigga Skills Business College

Educational qualification Advanced Certificate- Financial Management

I could work as a financial assistant, payroll administrator

Educational period **nuo 2020.01 iki 2020.09**

Degree Certificate

Educational institution Universal College Outcomes

Educational qualification Early Childhood Development Level 4

I could work as a foundation teacher

Educational period **nuo 2021.01 iki 2021.05**

Degree Certificate

Educational institution Oxbridge Academy

Educational qualification Fundamental Business Skills 101

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | fluent              | fluent        |
| Afrikaans | fluent         | fluent              | fluent        |

**Computer knowledge**

Internet

Microsoft Office

### Recommendations

SAP

|                          |                      |
|--------------------------|----------------------|
| Contact person           | Mervin Willemse      |
| Quickbooks<br>Occupation | Grants Administrator |
| Company                  | Sassa                |
| Telephone number         | 0727441656           |

|                  |                   |
|------------------|-------------------|
| Contact person   | Silke Engelbrecht |
| Occupation       | Financial Manager |
| Company          | Teyma SA          |
| Telephone number | 0613168787        |

### Additional information

|                          |  |
|--------------------------|--|
| Driver licenses          | EB Articulated Light Vehicle ≤ 3,500kg |
| Driver license from      | 2013-10-00 (11 years)                  |
| Salary you wish          | 7000 R per month                       |
| How much do you earn now | unemployed R per month                 |