



# Daphney Pontsho Jacobs

Curriculum Vitae (CV)

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

ADMIN JOB. COMMUNICATION SKILLS (VERBAL/WRITTEN) EFFICIENT, ASSERTIVENESS, CONFIDENTIALLY, INTERGRITY, DEDICATION, COMMITMENT TO LEARN, LOGISTICALLY TEAM SUPPORT, ABILITY TO WORK WITH A WIDE RANGE OF PEOPLE.

Preferred occupation	Operations Clerk Administrative jobs
Preferred work location	Schweizer-Reneke North West

## Contacts and general information about me

Day of birth	1980-11-22 (44 years old)
Gender	Female
Residential location	Schweizer-Reneke North West
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 2012.03 iki 2020.01</b>
Company name	BLAIR SHIPPING SERVICES (DENVER JOHANNESBURG)
You were working at:	Operations Clerk
Occupation	GENERAL ADMIN
What you did at this job position?	CAPTURING ALL NEW CONTRACT AND UPDATING VARIOUS REPORTS, CHECKING ALL DETAILS IS CORRECT WHEN CARGO IS RECIEVED IN THE WAREHOUSE. PREPARING SHIPPING DOCUMENTS USING: MSC, MAERSK, HAPAG LLOYD, CMA CGM, ONE & MOL, DESPATCHING THE SHPPING DOCUMENTS TO CLIENTS, INVOICING - ALLOCATING TO RELEVANT FILES

## Education

Educational period	<b>nuo 1999.01 iki 1999.12</b>
Degree	Certificate
Educational institution	SEKET IV HIGH SCHOOL (RUSTENBURG)
Educational qualification	ENGLISH, AFRIKAANS, TSWANA, BIOLOGY, GEOGRAPHY & MATHS
I could work	ASAP

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	fluent
Afrikaans	basic	very good	fluent
Setswana	very good	very good	fluent

**Computer knowledge**

MICROSOFT OFFICE:  
 EXEL, WORD, POWERPOINT, COREL DRAW, PHOTO PAING

**Recommendations**

Contact person	SUSAN LE ROUX
Occupation	SUPERVISOR
Company	BLAIR SHIPPING SERVICES
Telephone number	0760523003

**Additional information**

Driver license from	2007-09-00 (17 years)
Salary you wish	30000 R per month
How much do you earn now	0.00 R per month