



Lelani Burger

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any Admin/Receptionist, Restaurant/Bar, Security or Sales jobs.

- MS Office certified (Word, Excel, Outlook, etc)
- Pastel and Sage background
- Hard working
- Team player
- Organised
- Bilingual in Afrikaans and English
- Good communication skills

Preferred occupation	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape
	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1993-07-10 (31 years old)
Gender	Female
Residential location	Overberg Western 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 2012.12 iki 2013.06**
 Company name Scooters Pizza
 You were working at: Managers
 Occupation Assistant Manager
 What you did at this job position? Do stocktaking twice per shift and report short stock to the manager. Upload the stock data onto computer data system. Order correct amount of stock. Make sure that there is no expired stock. Supervising cashiers and control cash registers. Do wages of the delivery drivers. Customer service.

Working period **nuo 2013.07 iki dabar**
 Company name Rio Grande Restaurant
 You were working at: Waiters, waitresses
 Occupation Head Waitress
 What you did at this job position? Make sure that customer orders is taken correct. Assist with customer complains. Make sure waiters perform according to standards. Check that the waiters do their duties. Responsible for the waiters roster. Check front of house stock regularly.

Working period **nuo 2015.09 iki 2017.01**
 Company name Cobble Walk Shopping Centre
 You were working at: Receptionists
 Occupation Assistant to Site Manager
 What you did at this job position? Send out of statement to tenants. Diarizing and organize appointments. Booking of casual traders. Updating of arrears twice a week on MDA system. Send supplier invoices for payment monthly Assisting with incidents in Centre. Handling insurance claims. Controlling of tenant files.

Working period **nuo 2020.05 iki 2021.12**
 Company name Secunet Security
 You were working at: Supervisors
 Occupation Shift Senior
 What you did at this job position? Responding to emergencies. Protect property. Controlling access to buildings and protecting employees, guests and the public. Answering phones, screening and directing calls, and taking messages when necessary. Greeting visitors, checking them in and directing them to the appropriate department. Check vehicles leaving premises, to prevent theft of stock and items from premises. CCTV monitoring.

Education

Educational period **nuo 2011.01 iki 2011.11**
 Degree Grade 12 / Matric
 Educational institution Bonnievale High School
 Educational qualification Afrikaans Home Language 76% English First Add. Language 65% Mathematics Literacy 88% History 61% Life Science 60% Computer Technology 77% Life Orientation 83%
 I could work Yes

Educational period **nuo 2012.01 iki 2012.12**
 Degree Certificate
 Educational institution Northlink College
 Educational qualification MS Technology Associate
 I could work Database Administration Digital Literacy Microsoft Office Word, Excel, Power Point and Outlook.

Educational period **nuo 2020.06 iki 2020.07**
 Degree Certificate
 Educational institution Psira Private Security
 Educational qualification Grade D
 I could work Yes

Languages

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

Computer knowledge

Microsoft Office Certifies (Word, Excel, Outlook, Powerpoint, etc.)
 Knowledge of Pastel and Sage.
 Experience working with Point Of Sale for 6 - 7 years.
 Fully computer literate.
 Basic Accounting Training.

Conferences, seminars

2019 - South African Breweries Draft Master

 2021 - Basic Accounting Training

Recommendations

Contact person	Mnr J. Els
Occupation	Head Master
Company	HS Bonnievale
Telephone number	(023) 616 2581
Contact person	Mr EM Kriel
Occupation	Owner
Company	Scoters Pizza (closed down)
Telephone number	(021) 982 0021
Contact person	Mr Fernando Rodrigues / Paulo Rodrigues
Occupation	Owners
Company	Rio Grande Restaurant
Telephone number	021 982 0037
Contact person	Mr Philip Anders
Occupation	Site Manager
Company	Centre Manage at Cobble Walk
Telephone number	021 975 5521
Email address	management@cobblewalk.com
Contact person	Mr HJ Burger
Occupation	General Manager
Company	Secunet Security
Telephone number	063 692 4659

Additional information

Your hobbies	Baking and Cooking Painting Pencil Sketching Gardening Hiking Camping Playing Piano Reading Artd & Crafts
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-06-00 (11 years)
Salary you wish	9000 R per month
How much do you earn now	6000 R per month