



# Jerissa Jackson

Curriculum Vitae (CV)

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

Seeking permanant employment in the field of my studies

Preferred occupation	<b>Buyer</b> Administrative jobs
	<b>Operations Clerk</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Durban City</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1996-09-27 (28 years old)
Gender	Female
Residential location	<b>Durban City</b> KwaZulu-Natal
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 2015.03 iki 2018.03</b>
Company name	South African Police Services
You were working at:	Other jobs
Occupation	Volunteer
What you did at this job position?	Over and above my studies, I have volunteered my services at the SAPS with various avenues of administrative duties.
Working period	<b>nuo 2020.12 iki 2021.11</b>
Company name	South African Police Services
You were working at:	Other jobs
Occupation	Administrative Intern (SCM)
What you did at this job position?	Various Procurement duties

Working period **nuo 2021.11 iki 2021.12**  
 Company name Takealot.com  
 You were working at: Other jobs  
 Occupation Returns Clerk  
 What you did at this job position? Gather and inspect returned merchandize to determine if it stays in store, ships to vendor or needs to be repaired. Process returns of unordered and non-saleable merchandize.

**Education**

Educational period **nuo 2010.01 iki 2014.11**  
 Degree Grade 12 / Matric  
 Educational institution Sastri College  
 Educational qualification Grade 12  
 I could work N/A

Educational period **nuo 2015.03 iki 2015.11**  
 Degree Certificate  
 Educational institution Mancosa  
 Educational qualification Higher Certificate in Business Management  
 I could work N/A

Educational period **nuo 2016.03 iki 2018.03**  
 Degree Degree  
 Educational institution Mancosa  
 Educational qualification Bcom Supply Chain Management  
 I could work N/A

**Languages**

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

**Computer knowledge**

Excellent in Microsoft Word, Excel etc.

**Additional information**

Your hobbies Reading  
 Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2019-05-00 (5 years)

Salary you wish 15000 R per month

How much do you earn now 10000 R per month