



Rachell Van Niekerk

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job in general administration or compliance and sales.

I am very hard working, loyal, a fast learner. I am young and work extremely well under pressure. I am a critical thinker with good analytical skills. I am a very good negotiator and sales person.

It has always been a goal in my life to help and apply my assistance and knowledge to the individuals around me. In my field of study I was able to acquire a very particular set of skills which allows me to be able to deal and communicate with different types of individuals.

I excel under pressure and strive to always look for solutions rather than focusing on the problem. I hereby confirm that all of the information noted in my curriculum vitae is truthful and correct.

Preferred occupation	Administrators Administrative jobs
	Sales representative Sales jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1998-01-22 (26 years old)
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 2021.06**
 Company name Brian's Dynamic Driving School
 You were working at: Administrators
 Occupation Office Administrator
 What you did at this job position? Part time administrative assistant and office worker at Brian's Dynamic Driving School. Dealing with customer service, inquiries, bookings, vehicle tracking, payroll, vehicle licensing and general filing.

Working period **nuo 2021.06 iki 2023.01**
 Company name Consult By Momentum
 You were working at: Insurance administrator
 Occupation Office Administrator and personal assistant at Insurance brokerage
 What you did at this job position? Full time Customer service agent and administrative assistant to Insurance Franchise Principle Jacques Cooper. Assistant to broker, Jaun van der Merwe at Momentum Consult PE. Dealing with Customer Service, doing reviews/renewals of insurance policies, general admin duties, filing, servicing walk in clients, dealing with the call centres of different insurance companies on behalf of clients and brokers, acquiring quotes, submitting claims, and making policy amendments on behalf of the client and broker. Taking minutes at our weekly meetings.

Education

Educational period **nuo 2017.01 iki 2020.12**
 Degree Degree
 Educational institution Nelson Mandela University
 Educational qualification Bachelors of Arts degree majors include- Psychology, English Literature and HUMAN behavioural science

Languages

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

Computer knowledge

Well experienced with Microsoft excel and word.
 Adobe Reader and editor
 Windows
 Outlook, webmail and Gmail - including installing emails on computer.
 Training in website design and digital marketing
 creating advertisements on Canva
 Elite wealth training

Conferences, seminars

Momentum HPLC - talent comms online training and courses.

Recommendations

Contact person	Monique van Rooyen
Occupation	Manager
Company	Brian's Dynamic Driving School
Telephone number	060 972 1034

Additional information

Your hobbies	Hunting Reading Playing Field Hockey Playing Club Netball Horse Riding Fishing Dog training
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-11-00 (6 years)
Salary you wish	R10 000 R per month
How much do you earn now	R10 000 R per month