



# Zeenat Roomaan Omar

Curriculum Vitae (CV)

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

I am a hard-working individual who is eager to learn and grow. I am accountable, reliable and self-motivated. I am a fast learner and a dedicated employee. I work well in teams and in individual environments. I am confident, motivated and constantly strive for perfection within the working environment.

I believe that I can contribute my working experience, skills and innovative ideas towards your organization as I can make the most mundane situation seem possible and given the opportunity, I can be a liable asset within your organization.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1999-01-14 (25 years old)
Gender	Female
Residential location	Gauteng
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 2017.06 iki 2017.08</b>
Company name	The upholstery company
You were working at:	Administrators
Occupation	Unemployed
What you did at this job position?	Position: Administration Clerk : Basic reception duties : Filing Documentation : Invoicing : Assistant to Manage

Working period **nuo 2020.09 iki 2020.11**  
 Company name Ubuntu Communication Fibres  
 You were working at: Sales administrator  
 Occupation Unemployed  
 What you did at this job position? Position: Sales Administrator Processing Applications, Contacting Clients for missing information, Queries Log calls to directly to management Maintaining and updating sales and customer records Communicating important feedback from customers, Sales targets to meet Working proactively with customer relations and Sale Managers Identifying possible solutions that could be offered to customers Effectively using escalation procedures

Working period **nuo 2019.10 iki 2022.03**  
 Company name Renwick  
 You were working at: Administrators  
 Occupation Unemployed  
 What you did at this job position? Administration Clerk :Cold Calling for inbound and outbound : Adding listings on websites :Mandates :Queries :Maintaining and updating sales and customer records

**Education**

Educational period **nuo 2012.01 iki 2016.12**  
 Degree Grade 12 / Matric  
 Educational institution Florida park high school  
 I could work Immediately

**Languages**

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

**Computer knowledge**

Microsoft Excel, Microsoft Word, Outlook Google adobe microsoft office

**Recommendations**

Contact person Malcolm Weimers  
 Occupation Manager  
 Company Sedu  
 Telephone number 0834143041  
 Email address Weimersmalcolm339@gmail.com

Contact person	Ashraf Moosa
Occupation	Self employed
Company	Silhouette marine
Telephone number	0828221612
Email address	Ashrafmoosa.2clean@gmail.com

Contact person	Moegamat Kaashif
Occupation	Solution specialist
Company	LSEG
Telephone number	0833859474
Email address	Kaashifomar786@gmail.com

#### **Additional information**

Your hobbies	Reading Painting Drawing Writing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-01-00 (7 years)
Salary you wish	R7000 R per month
How much do you earn now	R0 R per month