



Aaliah Knight

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a driven individual with 3+ years of experience in administration, devoted to assisting individuals. Work well under pressure while bringing forth my ability to handle multiple administrative tasks and ensuring excellent service to members. Being a team player and doing my part to ensure growth within my work environment and adapt well when faced with challenges & new surroundings.

I am currently looking for a job in administration and office based jobs.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1999-09-06 (24 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2019.01 iki 2019.03
Company name	Themba Na Mandla Foundation
You were working at:	Administrators
Occupation	Bookkeeper/Admin
What you did at this job position?	Creating and maintaining all patients' files upon arrival and duration of their stay. Filing reports on the progress of their condition/addiction. Handling sponsorship letters & keeping record of all funds coming in from patients as well as donations/sponsors. Keeping records of monthly expenses and budgets.

Working period **nuo 2019.03 iki 2019.08**
 Company name Bulk Pack Butchery
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Responsible for processing and receiving payments and issuing receipts to customers when receiving their purchases. Assisting customers with product information, specials and services available in store. Responsible for capturing monthly stock and pricing items in store.

Working period **nuo 2019.08 iki 2019.12**
 Company name Salt Employee Benefits
 You were working at: Administrators
 Occupation Indexing administrator
 What you did at this job position? Attach members withdrawal claim forms and supporting documents onto member records. Creating workflows to enable administrators to process claims. Make administrators aware when outstanding documents were received to pay claims. Send relevant emails to different departments (death, disability, divorce and maintenance). Suspend claims pending documents or outstanding information. Maintain mailbox – Ensuring all new claims sent via email are attended to timeously.

Working period **nuo 2020.01 iki 2023.05**
 Company name Salt Employee Benefits
 You were working at: Administrators
 Occupation Queries and Escalations administrator
 What you did at this job position? Assess, process and pay members withdrawal, retirement ,retrenchment, PFA & transfer of funds claims – Benefits being transferred to another fund upon request from member. Ensuring claims are processed or suspended (Quality Assurance). Handle queries and escalations from multiple departments/regions. Responsible for dealing with Pension Fund Adjudicator claims and executing them timeously. Liaising with members and employers regarding their withdrawal claims & updating personal information to records. Liaising with SARS – tax number queries.

Education

Educational period **nuo 2017.02 iki 2017.12**
 Degree Grade 12 / Matric
 Educational institution Royal College

Languages

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

Computer knowledge

- Microsoft Teams
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word

Recommendations

Contact person	Ella Momberg
Occupation	Team Leader Claims Department
Company	Salt Employee Benefits
Telephone number	060 940 3397
Email address	MombergE@salteb.co.za

Contact person	Aaaqeelah Chetty
Occupation	NGO owner
Company	Themba Na Mandla Foundation
Telephone number	072 700 1016

Contact person	Melinda Pinto
Occupation	Butchery owner
Company	Bulk Pack Butchery
Telephone number	083 267 4847

Additional information

Your hobbies	Travelling Reading
Driver licenses	None
Salary you wish	R13 000 - R15 000 R per month
How much do you earn now	R9900 R per month