



# Tia Jim

Curriculum Vitae (CV)

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

I am looking for a job that will allow me the chance to boost sales at an already successful company, such as your own. I am looking for the opportunity to use the skills that I have developed during my year of education. As a highly motivated and dedicated candidate with strong communication and interpersonal skills willing to bring innovation with new ideas in the business..I believe with my fast learning and abilities and commitment to succeed and relevant studies make me the perfect candidate to work in your organization

|                         |  |
|-------------------------|--|
| Preferred occupation    | <b>Receptionist</b><br>Administrative jobs           |
|                         | <b>HR intern</b><br>Management, human resources jobs |
|                         | <b>Shop assistants</b><br>Retail, store jobs         |
|                         | <b>Nannies</b><br>Nanny, babysitter, child care jobs |
| Preferred work location | <b>Johannesburg</b><br>Gauteng                       |
|                         | <b>West Rand</b><br>Gauteng                          |
|                         | <b>Pretoria / Tshwane</b><br>Gauteng                 |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 2001-07-15 (23 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2019.01 iki 2019.12</b>           |
| Degree                    | Grade 12 / Matric                        |
| Educational institution   | Hentie Cillier Hoerskool                 |
| Educational qualification | Senior Certificate                       |
| Educational period        | <b>nuo 2022.01 iki 2022.06</b>           |
| Degree                    | Certificate                              |
| Educational institution   | Goldfields TVET College                  |
| Educational qualification | Marketing Management N4                  |
| Educational period        | <b>nuo 2020.01 iki 2020.12</b>           |
| Degree                    | Certificate                              |
| Educational institution   | Tshepo Themba Finishing School           |
| Educational qualification | Matric                                   |
| Educational period        | <b>nuo 2023.02 iki 2023.10</b>           |
| Degree                    | Diploma                                  |
| Educational institution   | FS Compusteps Information and Technology |
| Educational qualification | Office Administration                    |
| I could work              | Still continuing till November           |

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | very good           | fluent        |
| isiXhosa  | fluent         | good                | basic         |
| Sesotho   | fluent         | very good           | very good     |
| Afrikaans | basic          | basic               | basic         |

**Computer knowledge**

Ms Office  
Excel  
PowerPoint

**Additional information**

Your hobbies                      Fashion  
    Traveling  
    Social Media  
    Exercise  
    Reading

Salary you wish                      6500 R per month