



# Jared Grantham

Curriculum Vitae (CV)

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

I am looking for a job that would allow me to assist clients, such as a customer care/service position. Or a position that would help me sharpen my skills such as an Admin clerk position or a Learnership that provides qualifications upon completion.

Preferred occupation	Call Centre agent Administrative jobs
	Customer care agent Administrative jobs
	Filing clerk Administrative jobs
	Telemarketers Sales jobs
	Sales representative Sales jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1996-10-15 (28 years old)
Gender	Male
Residential location	Johannesburg 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 **nuo 2018.02 iki 2019.02**

Company name Collection Investigation and Security Aid

You were working at: Sales representative

Occupation Telesales Agent and admin clerk

What you did at this job position? Here my role required me to contact the director or financial manager of various companies to find out whether or not they had outstanding money owed to the company and persuade the individual to take up our company's services to recover any lost revenue owed to the company. I was responsible for handling incoming and outgoing calls, I assisted with the administrative duties, data capturing, social media marketing, emailing clients, maintaining client relationships, seldom done collections over the phone, compiling weekly reports, setting up meetings, drafting contracts and assisted with IT technical issues. I assisted with training new employees and I mainly did cold calling and sourced my own leads (via google maps, taking images of company's signs, company websites, word of mouth etc.)

Working period **nuo 2019.09 iki 2020.08**

Company name Copy-Tech

You were working at: Filing clerk

Occupation Sales/marketing admin clerk

What you did at this job position? My role at this company was primarily to seek/get clients via social media marketing, through email marketing and through word of mouth and referrals. I also assisted with the sorting, filing, preparing, organizing and storing of printed works and documents.

Working period **nuo 2021.09 iki 2022.03**

Company name MSC College / Shoprite Group

You were working at: Learnership

Occupation Retail Learnersip

What you did at this job position? I did a retail skills course provided by MSC college in connection with the Shoprite group. I worked in the bakery as an assistant baker, and thereafter I worked in the non-foods division and foods division. Duties: pulling, packing, loading of goods, receiving, stocking, re-stocking, stacking, etc.

Working period **nuo 2022.06 iki 2022.09**

Company name Ideal Displays

You were working at: Other jobs

Occupation General Worker

What you did at this job position? Here I worked in the finishing department and training in the printing department. My role was to assist with the trimming of banners, packing and repacking of rola banners, (Q&A) ensuring that all the banners were in good quality condition before assisting with packaging, assisting with lamination, assembling point of sale tables etc.

**Education**

Educational period	<b>nuo 2010.01 iki 2015.11</b>
Degree	Grade 12 / Matric
Educational institution	Die Fakkel High School
Educational qualification	High school Diploma

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	basic	basic	basic

**Computer knowledge**

OS windows, Microsoft office (word, Excel, Spreadsheets) Avaya + Datanet, AS400 system, New Horizon.

**Additional information**

Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	5000 R per month