



# Gadija Raban

Curriculum Vitae (CV)

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

I am seeking a job where I can put my tertiary education to use. I graduated in 2022 (class of 2021) with Bcom General Accounting degree at Nelson Mandela University. I do not have any experience withing my field of study, but I am willing and eager to learn and start from the bottom.

I relocated to Gauteng May 2023. I am currently residing in the Germiston area, so I would prefer a job within surrounding areas thereof.

I have strong admin and organisational skills. I am good at working with and analysing data. I am hardworking, over-achieving, detail orientated, I always strive to give and do my best, and I am able to work under to no supervision.

Preferred occupation	Finance jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1996-07-11 (28 years old)
Gender	Female
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 2023.04 iki dabar**  
 Company name DSV  
 You were working at: Operations Clerk  
 Occupation Inventory Control Clerk  
 What you did at this job position? Data capturing • Perform physical count of inventory • Investigate and correct discrepancies in reported quantities and locations of inventory • Maintain accurate inventory records, data, and reports • Conduct inventory cycle counts daily • Perform inventory adjustments on SAP

Working period **nuo 2021.06 iki 2022.12**  
 Company name KPI Solutions  
 You were working at: Administrators  
 Occupation Admin Assistant  
 What you did at this job position? Performing administrative duties • Preparing communications and correspondence • Data capturing • Sorting data • Administering and managing bursary programs and YES Program

**Education**

Educational period **nuo 2016.02 iki 2021.12**  
 Degree Degree  
 Educational institution Nelson Mandela University  
 Educational qualification Bcom General Accounting

Educational period **nuo 2010.01 iki 2014.12**  
 Degree Grade 12 / Matric  
 Educational institution St. Thomas Senior Secondary School  
 Educational qualification Matric

**Languages**

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

**Computer knowledge**

I am familiar with SAP system for warehousing.  
 I am also familiar with Microsoft Office such as Outlook, Excel, Word, PowerPoint

**Recommendations**

Contact person	Ashlyn Hufkie
Occupation	Inventory Supervisor
Company	DSV
Telephone number	0815767001
Email address	ashlyn.hufkie@isuzu.co.za

#### **Additional information**

Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	12000 R per month