



Inge Shivon Assumption

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any administration, general worker, nannies jobs or retail positions that are available. I'm hard-working and I love learning new things and I do everything to the best of my ability. I'm goal driven and strive to always deliver excellent and good work no matter what tasks are provisioned to me. I'm friendly and love working in a team that has the same goals and aspirations that I have, but individually I always stay focused on the task at hand and I provide a 110% in whatever I'm responsible for. Therefore I truely hope that you will be able to help with any of the above mentioned jobs.

Preferred occupation

Generals

General jobs

Administrators

Administrative jobs

Nannies

Nanny, babysitter, child care jobs

Cashiers

Retail, store jobs

Preferred work location

Port Elizabeth

Eastern Cape

Contacts and general information about me

Day of birth

1990-11-24 (33 years old)

Gender

Female

Residential location

Port Elizabeth

Eastern Cape

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2018.04 iki 2019**
 Company name MIC
 You were working at: Wholesaler
 Occupation Stock Controller
 What you did at this job position? I was responsible for the counting of the monthly stock counting

Working period **nuo 2022.05 iki 2023.05**
 Company name Leisure Travel International
 You were working at: Sales agent
 Occupation I was responsible for making calls to various people to get them to join our traveling agency
 What you did at this job position? Call centre agent

Working period **nuo 2015.06 iki 2016.11**
 Company name St.James Senior Secondary School
 You were working at: Administrators
 Occupation Administration assistant
 What you did at this job position? I was responsible for answering all queries from parents, answering phone calls and emails, keeping the office neat and tidy, making coffee etc for teachers and all other staff members, I also had to make sure that we always had enough stationery so making orders for any and all needs that the principal allocated to me.

Working period **nuo 2017.05 iki 2018.07**
 Company name Bombay Butchery
 You were working at: Shop assistants
 Occupation Shop assistant
 What you did at this job position? I was responsible for the raping of all meats that was being sold, I also worked as a cashier and I made sure that my work place was always neat and tidy so I was also responsible for cleaning duties

Education

Educational period **nuo 2009.02 iki 2011.11**
 Degree Grade 11
 Educational institution David Livingstone Senior Secondary School
 Educational qualification Business administration level 3
 I could work As an administrator

Educational period	nuo 2015.01 iki 2016
Degree	Certificate
Educational institution	Siyaya Skills Institution
Educational qualification	Business administration level 3
I could work	In any office environment

Languages

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

Computer knowledge

Microsoft office
Word
Excel
PowerPoint

Recommendations

Contact person	Shenaaz Britz
Occupation	Supervisor
Company	LTI
Telephone number	0724261065
Email address	shenaaz@gmail.com

Additional information

Your hobbies	I love learning new things, music is my go to, I love reading and talking to people who have the same interests that I have, I exercise when I can but usually I take long walks to keep me fit, I adore children so my home will always be filled daily with the neighborhood kids and I always try to make it an educational experience for them even if I have to sneak a lesson in or ask them what were taught at school on that day.I love going to new places and experiencing new things that can feed my curiosity about this amazing country and world we live in.
Driver licenses	None
Salary you wish	4000-6000 R per month