



Rashida Dawjee

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Junior Bookkeeping adaptable to change. .. follows instructions. ... not afraid to ask for assistance or additional information. ... own transport.... two weeks notice maximum for availability. ... in addition im well acquainted with the automotive industry as I still work for a family owned business which is part of automotive world....I'm on a twice a month call.... I can easily fall into any processional position which requires me to multitask and able to forefull that flawlessly all I'm asking is an opportunity to prove my worth

rashida.dawjee@gmail.com

Cell:0824669274

Preferred occupation	Junior Bookkeeper admin assistant Finance jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1984-12-13 (39 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 2004.07 iki 2017
Company name	Towbars King (Later Towbars Africa)
You were working at:	Accountants
Occupation	Junior Bookkeeper / admin assistant
What you did at this job position?	Book keeping,admin, reception, stock,staff management, store management, minimum sales, banking, HR , remuneration etc.... all info required will be found on attached cv this us but a few just of the bat

Education

Educational period	nuo 1999.12 iki 1999.01
Degree	Grade 11
Educational institution	Grassy Park High
Educational qualification	Grade 11
Educational period	nuo 2017.09 iki dabar
Degree	Grade 12 / Matric
Educational institution	Elsies River AET Training Centre
Educational qualification	Grade 12
I could work	I am able to work as my classes are at night
Educational period	nuo 2009.04 iki 2009.08
Degree	Certificate
Educational institution	Damelin
Educational qualification	Juniors Book Keeping

Languages

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

Computer knowledge

Ms word, Excel., etc

Recommendations

Contact person	Annelise Theron
Occupation	Senior Management
Company	Towbars Cape
Telephone number	021595 4010
Email address	acc.towbars@mweb.co.za
Contact person	Annelise
Occupation	Regional Manageress
Company	Towbars Cape
Telephone number	0215954010
Email address	acc.towbars@mweb.co.za

Additional information

Your hobbies Reading, Design & Sew, Cooking, Etc

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2009-07-00 (15 years)
Salary you wish	12000.00 R per month
How much do you earn now	11500.00 R per month