



Siphosethu Trudy Klaas

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking to be employed in the Public Relations Industry as a Public Relations Practitioner. The positive points would be that I'm a qualified graduate as I have obtained a National Diploma in Public relations.

Preferred occupation	Public Relations Practitioner Ads, marketing jobs
Preferred work location	East London Eastern Cape Cape Town Western Cape

Contacts and general information about me

Day of birth	1993-09-29 (31 years old)
Gender	Female
Residential location	East London Eastern 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 2015.11 iki 2015.11
Company name	Cotton On
You were working at:	Shop assistants
Occupation	Sales Assistant
What you did at this job position?	sales, stock ordering, cashier duties and managing customer complaints and enquiries.

Working period **nuo 2016.09 iki 2016.10**
 Company name Damelin College
 You were working at: Receptionists
 Occupation Receptionist
 What you did at this job position? Administration, switchboard duties, customer enquiries, computer data entries, invoicing and tracking of payments and courier arrangements

Working period **nuo 2017.03 iki 2017**
 Company name Yomillesime
 You were working at: Shop assistants
 Occupation Sales Assistant
 What you did at this job position? Managing social media pages, visual merchandising, courier arrangements, cashier duties, customer enquiries and complaints, administration and sales.

Education

Educational period **nuo 2008.01 iki 2012.12**
 Degree Grade 12 / Matric
 Educational institution Westering High School
 Educational qualification Higher Certificate

Educational period **nuo 2013.01 iki 2016.11**
 Degree Diploma
 Educational institution Damelin College
 Educational qualification Public Realtions
 I could work Public Relations Practitioner

Languages

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

Computer knowledge

MS Word (advance level) MS Office (advance level); MS Project(intermediate level); Email (advance level) ;Adobe (advance level); Photoshop (intermediate level)

Recommendations

Contact person	Yondela Roboji
Occupation	Managing Director
Company	Yomeliisime
Telephone number	0828981274
Email address	yondela@yomellisime.com

Contact person	Hugo Van der Walt
Occupation	Sales Manager
Company	Damelin College
Telephone number	0714117211
Email address	hugo.vanderwalt@damelin.co.za

Contact person	Claire Cassels
Occupation	Store Manager
Company	Cotton on
Telephone number	0837779793

Additional information

Your hobbies	I love traveling, playing Hockey, drawing and painting. Writing poetry and reading fictional books.
Driver licenses	None
Salary you wish	8500 R per month
How much do you earn now	4500 R per month