



# 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 (30 years old)
Gender	Female
Residential location	East London Eastern Cape
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	<b>nuo 2015.11 iki 2015.11</b>
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 Practitoner

**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