



Fathima Sheik Ismail

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day

My name is Fathima Sheik.

I am looking for Office administration or receptionist positions.

.I matriculated in 2007.I have a business marketing diploma, a business administration and secretarial certificate as well as a computer advanced certificate. I have 7 years reception, administration experience,aswell as sales and accounts experience

I have extensive work experience in office environments, and service industries, giving me varied skills and the ability to work in many different types of environments.I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others.

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
Preferred work location	KwaZulu-Natal
	North Suburbs KwaZulu-Natal

Contacts and general information about me

Day of birth	1990-03-19 (34 years old)
Gender	Female
Residential location	North Suburbs KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i>

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Work experience

Working period **nuo 2012.07 iki 2018**

Company name Cimex Afrique

You were working at: Administrators

Occupation Office administrator.Assisting accounts and sales.As well as receptionist

What you did at this job position? * ALL ADMINISTRATION AND CLERICAL SUPPORT. * INVOICING * DEBTORS * SORTING AND PREPARING CREDITORS FOR PAYMENT. * PETTY CASH, * DISPATCH AND RECEIVING, * STOCK TAKE *.ORDERING OF OFFICE AND FACTORY SUPPLIES. * ASSISITING IN SALES

Education

Educational period **nuo 2008.01 iki 2009.03**

Degree Diploma

Educational institution Boston College

Educational qualification Business Marketing Diploma

Educational period **nuo 2011.01 iki 2011.06**

Degree Certificate

Educational institution Hi College

Educational qualification Computer advanced certificate aswell as an office administration certificate

Languages

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

Computer knowledge

Microsoft office excel.word .powerpoint.outlook

Quickbooks

Pastel

Adobe reader.

Conferences, seminars

Haccp training.4 May 2018

Health and safty training.June 2016

Recommendations

Contact person	Jean Carr
Occupation	Hr Manager
Company	Cimex Afrique
Telephone number	031 705 3009
Email address	admin@sabilavera.co.za

Contact person	Jean Hasam
Occupation	Sales Manager
Company	Cimex afrique
Telephone number	031 705 3009
Email address	sales@cimex.co.za

Additional information

Your hobbies	Reading Painting and Drawing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-03-00 (12 years)
Salary you wish	10000 R per month
How much do you earn now	9500 R per month