



# Keagan Blunden

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

With nearly a decade of corporate experience, I bring with me an acute understanding of the ins and outs of professional business practice, client satisfaction and operational development. My time at multi-national corporations has given me a keen sense of global market trends and expectations, as well as a skill-set engineered to address a myriad of different situations and challenges. I am currently putting my passion for people, my attention to detail, and my proactive approach to use as a senior member of the Operations team at Rossco. I can be reached via email on keagzblunden@gmail.com

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1990-09-22 (34 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 2019.05 iki 2021.02</b>
Company name	RossCo
You were working at:	Office manager
Occupation	Operations Manager
What you did at this job position?	- Enhanced factory workforce organizational processes and improved overall productivity through articulating clear definitions of designated roles and responsibilities. - Triggered reduction in turn-around time by augmenting order processing protocols and controlling database management. - Rehabilitated at-risk client relationships and fostered sustainable business partnerships with key shareholders/stakeholders.

**Education**

Educational period                    **nuo 2003.01 iki 2008.12**  
 Degree                                      Grade 12 / Matric  
 Educational institution                St Barnabas College  
 Educational qualification              Grade 12

Educational period                    **nuo 2010.01 iki 2010.12**  
 Degree                                      Certificate  
 Educational institution                MSS  
 Educational qualification              NQF 4 Contact Centre Support

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

Windows, MacOS, Android, iOS, Microsoft Office 365, Freshdesk, G Suite, Xero, Drupal, eGain, Zoom, Slack, Paradigm, various CRM systems

**Additional information**

Your hobbies                              I am an avid reader who loves self improvement and knowledge sharing. I meditate often and my favourite teachers include Abraham Hicks, Joe Dispenza and Mooji

Driver licenses                            EB Articulated Light Vehicle ≤ 3,500kg

Driver license from                      2013-08-00 (11 years)

Salary you wish                          27000 R per month

How much do you earn now            23040 R per month