

Working period **nuo 2016.02 iki 2016.03**

Company name Kopi Koffi

You were working at: Waiters, waitresses

Occupation Waitress

What you did at this job position? Waitress and marketing business.

Working period **nuo 2016.03 iki 2016.06**

Company name Erika Turvey Art Gallery and Studio

You were working at: Project Planner

Occupation Sales Assistant, Marketing Manager, Administrator

What you did at this job position? I sold art to clients. Figured out new idea's to market the art gallery. Worked as the admin lady to make sure finances were in order.

Working period **nuo 2016.08 iki 2017.02**

Company name Agri-Rep BK

You were working at: Administrators

Occupation Admin Manager

What you did at this job position? Worked on Pastel, Client Services Processed orders and invoiced ect. Tele sales,

Working period **nuo 2017.02 iki 2017.03**

Company name Lavender Hill

You were working at: Administrators

Occupation Waitress

What you did at this job position? worked as a waitress and a admin lady. Worked on pastel Tele Sales, bookings, Follow up courier services.

Working period **nuo 2017.04 iki 2018.09**

Company name Vodacom

You were working at: Sales executive

Occupation Sales and admin clerk

What you did at this job position? Client Service, Tele Sales Enquires and Complaints, Follow ups Client service, Order dispatch.

Working period **nuo 2018.10 iki 2019.03**

Company name Hyper Hardware

You were working at: Managers

Occupation Admin and Social Manager

What you did at this job position? Client service, Following orders, Enquiries and Complaints, Orders, Professional representative, customer service, supplier service.

Working period **nuo 2019.03 iki 2019**
 Company name Sky Media Studios
 You were working at: Marketing managers
 Occupation Social Media Manager and Admin Manager
 What you did at this job position? Social medias post, Creating social media post, updating emails, creating emails, creating social media accounts, google my business account, client service, Tele Sales, Profesional representative of company to customer, Sage Accounting, Sage payroll, Arranging meetings, Creating new ideas, Following orders to dispatch.

Education

Educational period **nuo 2017.04 iki 2017.05**
 Degree Certificate
 Educational institution How to sell
 Educational qualification How to sell
 I could work as well as do my courses

Educational period **nuo 2011.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Witteberg Hoerskool
 Educational qualification Graduated

Languages

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

Recommendations

Contact person Erika Turvey
 Occupation Sales and Marketing and Admin
 Company Owner
 Telephone number 082 923 8199

Contact person Lidia Edwards
 Occupation Owner
 Company Kopi Kofi
 Telephone number 071 180 1261

Contact person Marcell de Jager
Occupation Owner
Company Owner
Telephone number 073 196 7227

Contact person Yvette
Occupation Owner
Company Lavender Hill
Telephone number 086 696 3588

Contact person Johan Jansen
Occupation Owner
Company Vodacom
Telephone number 082 771 1771

Contact person Mohammed
Occupation Director
Company Hyper Hardware
Telephone number 072 842 4950

Contact person Nc Schoombee
Occupation Director
Company Limited Sky Media Studios
Telephone number 072 358 9734

Additional information

Your hobbies Reading, writing, Athletics, Netball, Soccer, Jukskei, Cricket, Swimming, Art
Salary you wish 12 000 R per month
How much do you earn now 12 000 R per month