



# Deoshini Naidoo

Curriculum Vitae (CV)

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

Good day Sir/Madam

I trust this email finds you well,

My name is Deoshini Naidoo, I have recently relocated to Middelburg Mpumalanga and I am seeking employment.

I am always up for a challenge, a person with high ethical standards, integrity, perseverance and attention to detail.

I am also a quick learner who works well under pressure and can manage my time sufficiently. I am very confident in my skills and experience with administration.

I have extensive knowledge in Microsoft Word, Microsoft Office as well as Microsoft Excel as I completed an excel course in 2018 with a gold standard.

Please find attached my CV including references for your perusal.

I am available immediately for employment. I look forward to hearing from you.

Thank you in advance.

Kind Regards

Deoshini Naidoo

Preferred occupation

**Administrators**  
Administrative jobs

**Filing clerk**  
Administrative jobs

**Operations Clerk**  
Administrative jobs

Preferred work location      Middelburg  
Mpumalanga

Witbank  
Mpumalanga

**Contacts and general information about me**

Day of birth                      1993-06-26 (31 years old)

Gender                              Female

Residential location            Middelburg  
Mpumalanga

Email address                    *Information is available only for registered users.*  
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**Work experience**

Working period                    **nuo 2015.04 iki 2018.01**

Company name                    Isabella Garcia International

You were working at:            Telemarketers

Occupation                        Internal Brand Representative

What you did at this job position? Calling potential customers to market our products, Data Capturing, Typing and handling queries of current clients. Cold calling.

Working period                    **nuo 2018.02 iki 2019.10**

Company name                    Isabella Garcia International

You were working at:            Sales administartor

Occupation                        Lead Generation Administrator

What you did at this job position? Preparing leads for the call Centre agents, scripts ammendments, salary data, Updating campaign target stats, assisting call center agents with queries and ad hoc administrative duties.

**Education**

Educational period                **nuo 2007.01 iki 2011.12**

Degree                              Grade 12 / Matric

Educational institution            Ferndale High School

Educational qualification        Admission to Diploma

Educational period                **nuo 2012.02 iki 2014.12**

Degree                              Diploma

Educational institution            Damelin

Educational qualification        Diploma Human Resource Management

**Languages**

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

### Computer knowledge

Microsoft Word

Microsoft Office

Microsoft PowerPoint

Microsoft Excel - have a certificate

### Recommendations

Contact person	Marilize Slabber
Occupation	Lead Generation Manager
Company	Isabella Garcia International
Telephone number	+27732303549
Email address	marilize.slabber@isabella-garcia.com

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-02-00 (11 years)
Salary you wish	12000-15000 R per month