



# Jessica Brazelle

Curriculum Vitae (CV)

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

To stay focused  
 Getting things done on time, in time & meeting deadlines.  
 Strictly motivated  
 Fast typing skills  
 Microsoft Office, Outlook, Google and great computer knowledge  
 Always bestowing a positive attitude  
 Target/ Money driven.  
 Punctuality is key  
 Problem-solving at its best  
 Can work under pressure and stressful environments  
 Don't receive criticism as a negative outlook but a developing tool  
 Know how to deal with and retain difficult clients

Preferred occupation                      Administrators  
    Administrative jobs

Preferred work location                      Johannesburg  
    Gauteng

**Contacts and general information about me**

I am currently in the job market and can start with immediate effect ideally for the following

Day of birth    1989-06-28 (35 years old)  
 positions.  
 Gender    Female  
 \*Administration  
 Residential location                              Johannesburg  
 \*Client liaison    Gauteng

\*Sales  
 Telephone number                                      *Information is available only for registered users.*  
 \*Reception / Front desk                              [Sign in](#)

Email address    *Information is available only for registered users.*  
 Remote / Part-time / Full time                      [Sign in](#)

\*Short term claims

**Work experience**

Working period                                      **nuo 2018.06 iki 2018.11**  
 I do have a mode of reliable transport. 2019 Dubai, Califor 21 XST  
 Company name                                      Novation Financial Services  
 You were working at:                              Direct sales consultant  
 I'm engaged to be married with the wedding around the corner and also a proud mother of 3  
 beautiful daughters. 5month old baby girl, Amore, Emily who is 7 and then my teenage 14-Year-old  
 daughter, Alze who just joined High School  
 What you did at this job position?              Sales, Overseeing sales and tele sales team  
 and you did at this job position?              Outbound sales

Working period                                      **nuo 2014.08 iki 2017.10**  
 Amore has a wonderful Nanny Sphipesighle but we just call her Sphe-Sphe. She works for us full-  
 Company name                                      Ample insurance brokers  
 time Monday to Friday and on request Saturdays.  
 You were working at:                              Administrators

Occupation    Client Portfolio Manager  
 Emily and Alze have school transport that they travel with daily.  
 What you did at this job position?              Managing over a 1000 client's policies

**Languages**

Kindly find attached an example of an email template i made for my Fiance's company and a copy of my CV updated for 2020. Certificates are available on request.

If you do require any alternative documents please let me know.

I have joined the Stock market college in December and I'm currently learning how to trade and receive commission from referring clients on their Affiliate program so on extra income in my own

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | fluent               |
| Afrikaans       | fluent                | fluent                     | fluent               |

### **Computer knowledge**

Microsoft Office

\*word

\*excel

\*PowerPoint

Outlook

Google

Excellent computer knowledge

### **Additional information**

|                          |                              |
|--------------------------|------------------------------|
| Your hobbies             | Spending time with my Family |
| Driver licenses          | B Light Vehicle ≤ 3,500kg    |
| Driver license from      | 2010-06-00 (14 years)        |
| Salary you wish          | 20 000 R per month           |
| How much do you earn now | comm R per month             |