



# 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  
positions: 1989-06-28 (36 years old)

Gender: Female

Residential location  
\*Client liaison: Johannesburg  
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 2019.06 iki 2020.11

Company name: Novation Financial Services

You were working at: Direct sales consultant

Occupation: Sales, Overseeing sales and tele sales team

What you did at this job position: Outreach sales

Working period: nuo 2014.08 iki 2017.10

Company name: Ample insurance brokers

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

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

earning commission from referral clients on their Affiliate programme on extra income in my own

Language	Speaking level	Understanding level	Writing level
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 (15 years)
Salary you wish	20 000 R per month
How much do you earn now	comm R per month