



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 (35 years old)

Gender Female

*Administration Client liaison

Residential location Johannesburg
 *Client liaison Gauteng

*Sales Information is available only for registered users.

Telephone number [Sign in](#)

*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

What you did at this job position: You were 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

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-time Monday to Friday and on request Saturdays.

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

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

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 (14 years)
Salary you wish	20 000 R per month
How much do you earn now	comm R per month