

ABOUT ME

I’m a hard worker and fast learner, I would like to work in an environment which encourages to succeed and grow where I can utilize my skills and knowledge appropriately. I’m dedicated to anything that to located to me in the job description, I’m a very willing worker and will be a good asset to your company.

PERSONAL

I am a single female with no dependents.

I was born on July 2, 2002.

My ID is 0207020094083.

I am coloured and can speak

English – Good

Afikaans- Good

My address is:

16 Neville Riley Road, Capricorn,

Muizenberg,

7945

CONTACT

+27 61 453 6326 (mobile)

Email: DanielleJadine02@gmail.com

Facebook:

PROJECTS

Volunteered at Retreat Day Hospital

EDUCATION

Senior Certificate (Steenberg High School) – 2020

Subjects - Math lit

Business Management

Accounting

English HL

Afrikaans EAT

Life Orientation

Economics

Business Management (Rosebank College) - March 2021 – December 2021

IT support systems (Training Force College) January 2022 – August 2022

Crime Investigation (Skills Academy College)-February-2023-October2023 (Distance learning)

INTERESTS

Experiencing new things

Traveling

Participating in social activities

Meeting new people

COMPUTER SKILLS

MS Word,

MS Excel (immediate )

PowerPoint

ACTIVITIES

Volunteering at the soup kitchen in my free time

Volunteering at the retirement home

Watching documentaries

Going out and sight-seeing during weekends

SKILLS

Business support

Document control

Implementation and deployment

Leadership

Networking

Organizational Leadership

Problem-solving

Quality control

Relationship building

Service delivery

Taking action

Team building

REFERENCES

Charmine Adams (Sr in Charge, Retreat Day Hospital) – 073 373 3679

Rhodene Koense [ Manager at PlumRus retirement]- 021 761 2323

CandiceJordaan (Team leader) – 074 647 11 35

Ms Nomlala( Mentor As teacher assistant) 0739316895

EMPLOYMENT

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| **Volunteer (Retreat Day Hospital)** | Retreat Day Hospital ( June2018 – December 2018) |  |
| **When Available** | I volunteer at Retreat Day Hospital in primary care where I assisted the nurses with patients, where also I learnt how to treat a patient who enters the hospital. |  |
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| **Sales Consultant ( Call centre agent)** | Shosholoza Finance ( January 2022- July 2022) Contract    I was a sales consultant at the company where I interacted with clients and seed to the financial needs . I build good clientele relationships with my clients in a professional manner. The office usually got busy during month ends where I was taught how to work under pressure but still give my best to my work and my clients. I captured loans on excel where as I had to enter the clients details ,account numbers etc on a daily basis because that’s how the business kept track of the daily loans |  |
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| Debt Review Consultant ( Call centre agent) | YMA Consultanting ( August 2022-December 2022) Contract  I was a Debt review sales consultant where as I help clients with their financial needs by restructuring their debts and capturing all their information on the computer, including all the costs the company charges and how much the individual will pay . YMA is a outbound call centre ,which is cold calling dialing leads on a daily basis and making sure that all the information is captured of clients that are interested. |  |
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Teachers Assistant Lourier Primary School(Feb 2023-Nov2023)

**I was working as a teachers Assistant where I deal with all the administrative work but also assisting in the class physically with the children and helping them read and do school work**