

All Information concerning the Candidate is furnished to the Client in strict confidence. The Client may not divulge this information to any third party, nor contact the Candidate's present employer, nor take references without prior consultation with MPC Recruitment"

Position Applied For:

Sales Clerk

Candidate Name:

Nicole Jacobs

MPC Consultant Name:

Colleen Stevenson

MPC Consultant's Contact Details:

021 552 8048

Date Referred:

July 2014

Personal Details

Surname :

Jacobs

First Names :

Nicole

Nationality :

South African

Language Proficiencies :

English and Afrikaans

EE/AA Status :

Coloured Female

Age:

23

Availability :

One week

Career Summary

Company

Position

Duration

Landmark Computers

Administrative Secretary

Apr 2014 - date

Celio

Assistant Manager

Sep 2013 - Apr 2014

Lazuli Boutique

Sales Assistant / Manager

Jul 2013 - Sep 2013

Academic History

Qualification :

Degree in Psychology

Date Completed :

In process

Institution :

College of Cape Town

Qualification :

Travel & Tourism National Certificate level 5

Date Completed :

2009

Institution :
College of Cape Town

Qualification :
Matric
Date Completed :
2008

Institution :
Portland Secondary School

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Computer Skills
Programs/Systems :
MS word, Excel, outlook

Additional Training and Skills

Travel Certificate and passion for the Industry (has no actual travel experience
)

Sales skills
Customer service
Problem solving
Versatile

Nicole Jacobs
Resumé of Career to Date

Company Name :
Landmark Computers
Type of Industry :
IT
Period of Employment :
April 2014 - date
Position :
Administrative Secretary
Duties :

Answering telephone calls / respond to emails
Customer queries and quotes
Adding content to site
Handling cash collections
Sales Advisory
Reason for Leaving :
Part time

Company Name :
Celio
Type of Industry :
Retail
Period of Employment :
September 2013 - April 2014
Position :
Assistant Manager
Duties :

Sales
Stock take
Replenishment of stock
General Admin
Up selling and opening and closing of store
Reason for Leaving :
Contract

Company Name :
Lazuli Boutique
Type of Industry :
Retail
Period of Employment :
July 2013 - September 2013
Position :
Sales Assistant / Manager
Duties :

Sales Assistant / Manager

Reason for Leaving :

Part time

Company Name :

Van Schaick Bookstore

Type of Industry :

Retail

Period of Employment :

December 2012 - January 2013

Position :

Sales Assistant

Duties :

Sales

Up selling

Daily promotions

Reason for Leaving :

Part time

Company Name :

Pick 'n Pay

Type of Industry :

Retail

Period of Employment :

February 2012 - July 2013

Position :

Cashier

Duties :

Sales

Cashing up

Switchboard operator

Reason for Leaving :

Part time

Company Name :

Foschini

Type of Industry :

Retail

Period of Employment :

December 2007 - December 2008

Position :

Sales Associate

Duties :

Customer Service

Replenishment of stock

Basic Merchandising

Reason for Leaving :

Part time

MPC Recruitment Group | [Insert Consultant's Name Here]
[Insert Position Applied For Here] | [Insert Applicant's Name Here]
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■Candidate Name ■|■Nicole Jacobs XE
■MPC Consultant Name ■| ■Colleen Stevenson (021) 552 8048