
CURRICULUM VITAE

Caroline S Welgemoed

ID: 971219 0015 082



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Cell: 079 639 7079

Personal Details:

Name:	Caroline Shanice
Surname:	Welgemoed
I.D Number:	9712190015082
Date of Birth:	19-12-1997
Birth Place:	Klerksdorp
Age:	25
Sex:	Female
Race:	White
Marital Status:	Widowed
Dependants:	02
Address:	Chante Court 2, Readmanstreet 111 Wilkoppies Klerksdorp, 2570

Home Language:	Afrikaans	(Read, Speak & Write)
Secondary Language:	English	(Read, Speak & Write)

Contact Details:

Cell:	079 639 7079
Alternatives:	060 776 2469 (Mother)
E-mail:	cs.lohmann4@gmail.com

Education:

Matriculated:	2015
School:	Höerskool Schoonspruit
Subjects:	Afrikaans First Language English Second Language Mathematical Literacy Life Orientation Business Economics Hospitality Tourism Management

Sport & Leisure:

Hockey: 2010 Grade 7 Jelly Tots – SHS
201 – 2012 (A-Teams)
Other: Sêrgroup: 2013

Work Experience:

Hamilton Bright (January 2014 – December 2015) & (March 2016 – May 2016)
Position Held: Promoter
Job Description: Promoting Sales on Sony Xperia Handsets
Reference: Jacqueline Löhmann (Regional Manager)
Cell: 060 776 2469

Smiley Kids (January 2016 – 2016)
Position Held: Teacher
Job Description: Educator
Reference: Jacky (owner)
Cell: 082 673 8310

Hamilton Bright (Fiat and Jeep) Nampo Promotion
Position Held: Sales Representative (Nampo 2016)
Job Description: Sales Representative on Jeep and Fiat vehicles
Reference: Lize De La Querra (Project Manager)
Tel: 011 470 5900

OK Furniture (June 2016 – Feb 2017)
Position Held: HP Clerk / Assisting Supervisor
Job Description: Cash Procedures,
Filling of Contracts,
Office Admin, Receiving Payments,
Answering and Transferring of Telephone calls
Reference: Freddie Van Niekerk
Cell: 079 058 5803 – Tell: 018 487 5900

River North Carriers: (2018/11/29 – 2021/08/20)

Position Held: Receptionist / PA

Job Description: General Administration, Arranging appointments
Assisting Clients,
Receiving Clients,
Receiving and Sending of Packages,
Operating Switchboard,
Monitoring quality control of invoicing,
Handling of Invoices and paperwork,
Taking Messages,
Office Register Daily,
Directing visitors to department,
Assisting with Creditors, Debtors and Diesel.
Postage of paper work to different Traders,
Writing of orders,
Assisting HR with Drivers Medicals,
Contracts and PDP's etc.

Reference: Stephanie Hitgë (HR)
Cell: 079 500 3720

Certificates

Senior Certificate

All FTM Certificates from FTM 01-06 (Cash Procedures and Stock Receiving)

Computer Skills

Microsoft Word

Microsoft Excel

Microsoft Office

Email

Internet

Google Sheets

Pastel Basic Knowledge (Accounting)