



KELLY VISSER

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OBJECTIVE

I am a hardworking, punctual and dedicated person who always strives to do my best. I am interested in the administrative world because there is where I enjoy working most. I have a good heart and believe in honesty.

EXPERIENCE

Linkqage

Frontline Stores Assistant | May 2021 – Current

- Dealing with customers and ensuring they receive their correct stock
- Invoicing and writing credit notes
- Working with Sage and Pastel
- Literate in MS Word, MS Excel and MS Outlook
- Stocktaking
- Assisting the cashier when needed

Galaxy Music

Warehouse Manager | Feb 2018 – May 2019

- Preparing stock for dispatch/deliveries
- Data capturing
- Sales
- Filing and general office admin duties

Self Employed

Owner | Jan 2016 – Dec 2017

I had my own successful hair studio for this period. I was solely responsible for all aspects of the business from marketing, dealing directly with clients and suppliers, and finances.

Tygerberg Hospital

Premier Advance Youth Intern | Mar 2012 – Mar 2013

- Data capturing
- Responsible for receiving and issuing of patients' folders
- Preparing documents for microfilming
- General office admin duties

EDUCATION

Highest Grade Passed – Matric

I received my Matric certificate in 2011 from Ravensmead Senior Secondary School

AWARDS AND ACKNOWLEDGEMENTS

- I did several courses as a Premier Advance Youth Intern at the beginning of May 2012. Among others, I received certification in Customer Care, MS Word and Time Management.
- I am a qualified First Aider
- I am proficient in MS Office – Word, Excel, Outlook