

Curriculum Vitae of Juan-Claude Philander



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PERSONAL INFORMATION

Name called by	: JC
ID Number	: Removed due to online display
Date of Birth	: 20-09-1988
Citizenship	: South African Citizen
Health	: Excellent
Language	: English (SPEAK, READ, WRITE) Afrikaans (SPEAK, READ, WRITE)
License	: 08 / Reach Truck
Criminal Record	: Clear
Hobbies	: Music, Movies, Researching and Planning. Computing, Web Developing, Data Capturing, Graphic Designing, Videography, Photography etc.
Availability	: Immediately

EDUCATIONAL INFORMATION:

High School : Charleston Hill Senior Secondary School
Highest Grade Passed : 12
Year Obtained : 2006

Tertiary Education:

Certificates : Computer Technology
Institute : TIRA Training Academy
Started / Finished : 15 September 2014 - 28 August 2015
Level : 3-4
Majors : End User Computing
Administration
Marketing
Personal Development
Time Management
Telephone Ethics & Work Ethics

About Institute:

TIRA Trainings Academy is based in (Goodwood)

Focusing on launching young talent in the world of work.

The program introduces students to the industry of ICT and Administration and offers job training and personal development, which includes technical and professional skills.

COMPUTER LITERACY:

Advanced work experience in the full Microsoft Office package.

- **MS Word**
- **MS PowerPoint**
- **MS Outlook**
- **MS Excel**
- **Internet**

COMPETENCIES AND SKILLS:

- Strong Interpersonal Skills
- Good Administration Skills – (All Aspects)
- Good Office Management Skills (planning and organising)
- Good research and report writing skills
- Ability to work under pressure
- Team Player and ability to work independently
- Understanding of organizational values and rules

EMPLOYMENT HISTORY

Company : **Globevest Group Resources cc**

Position : **(Permanent)** - IT Manager

Period : 01 March 2016 to present

Duties:

- Administrative Duties
- Web Development
- Graphic Design
- Networking, Technician
- Develop and Manage Servers Windows Server 2012 setup and Maintaining
- Creating Systems using Google drive and also in Excel
- System and Server Administration
- Purchasing IT
- Help-Desk Support
- Set-up and installing and maintaining of workstations
- Identifying of computer hardware and software problems
- Fixing computer hardware and software problems
- completing administrative records as required

Reason wanting to leave : Retrenched (**26th March 2017**)

"I was offered after my Contract ended with HEH Signs to help stand in as a Reception and Admin Support at Drakenstein Municipality on the EPWP for two months." – January to February 2016

Company : **HEH Signs cc**

Job Title : **(Contract)** - Administrative Assistant (**PA**)

Period : 24 August 2015 – 15 January 2016

Duties:

- Sales and ordering of stationery
- Answering switchboard and Monitoring of surveillance cameras
- Filing of invoices and delivery notes

- Quotes
- Create Requisition System in Excel to Auto Capture Data.
- Purchase orders on PASTEL.
- Ordering of Stock and book in stock on "Goods receive" notes and Supplier Invoice.
- Liaising with drivers about route's when delivering stock and printing out maps
- Tasked with all Fleet and commercial vehicles petrol slips record keeping.

Reason for leaving : End of Contract

Company : **Drakenstein Municipality**

Position : Student Data Capturer/Admin Support

Period : 15 September 2014 - 23 August 2015

Duties:

- Perform Human Resource duties, by managing the daily work schedules and attendance registers.
- Act as Personal Assistant to the Managers, by keeping their dairies and accompany them to meetings.
- Taking Minutes of meetings.
- Writing Monthly Reports
- Updating Tenders Details at Civil Engineering Section.
- Receptionist, act as stand by Receptionist.
- General Administration
- Filing/Scanning/Faxing/E-mail
- Researching/Planning
- Inventor of Paarl WWTW Management Systems.
- Switchboard Operating
- CCTV and Access Controlling

Reason for leaving: Internship Complete

REFERENCES:

Mrs. R Bosman Globevest Group Resources cc Manager: Placements & Client Relations C: 082 834 5552 Email: simunye@telkomsa.net	Mr. R Malan HEH SIGNS cc Shareholder W: 021-981 9865 C: 082 565 6252 Email: rmalan@hehsigns.co.za	Mr. MA Watsons Senior Superintendent Drakenstein Municipality Paarl Waste Water Treatment Works W: 021-807 4787 Email: MarkAnthony.Watson@drakenstein.gov.za
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I declare that all above information is correct and true.

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Juan-Claude Philander