

# RALSTONJNR DE KLERK

Administrator

📍 7441 Heron Cove Complex, Cape Town, 7441,  
South Africa

☎ 084 614 0239

✉ ralstonjnr@gmail.com



## + ABOUT ME

I am a dedicated professional driven by strong morals and a commitment to excellence. With a focus on transparency and a robust work ethic, I consistently seek to enhance my skills and advance my career. As a fast learner, I thrive in dynamic work environments, eagerly embracing new challenges and opportunities for growth, making me an ideal candidate for organizations that value dedication and adaptability.

## + LANGUAGES

English

Afrikaans

## + WORK EXPERIENCE

- Western Cape Education Department APR 2017 - MAR 2018  
Cape Town  
**INTERN**
  - Efficiently managed phone communications, addressing inquiries and relaying messages effectively.
  - Assisted in organizing and preparing workshops for principals and teachers, ensuring smooth execution.
  - Maintained an organized and clean stationery storeroom, enhancing operational efficiency.
  - Responded to walk-in inquiries regarding assessments and exams, providing clear and accurate information.
  - Executed administrative tasks including filing, printing, scanning, and faxing with precision and attention to detail.
  - Developed comprehensive timetables, optimizing scheduling for maximum efficiency.
  - Documented meeting minutes accurately, supporting clear communication and record-keeping.
  - Contributed to school visits, facilitating successful outreach and engagement.
  - Handled logistics of stationery loading and off-loading, ensuring timely supplies management.
- Edu Letu Consulting JUL 2018 - DEC 2018  
Cape Town  
**TEMP RECEPTIONIST**
  - Expertly greeted and directed visitors, ensuring a professional and welcoming first impression.
  - Efficiently managed incoming calls, screening and forwarding to the appropriate departments.
  - Diligently received and sorted mail, streamlining daily communication processes.
  - Proficiently collected and databased Curriculum Vitae, maintaining accurate records.
  - Organized and maintained files, faxed, printed, scanned, and copied essential documents.

+ REFERENCES

- **Jaco Pienaar**  
S&G Signs  
Phone Number: 021 510 3400
- **Patrick Frans**  
WCED  
Phone Number: 082 446 7497
- **Taahirah Sadan**  
Edu Letu  
Phone Number: 065 8111 025
- **Ashwin Smith**  
Easishoppe  
Phone Number: 0832515101  
Email: info@easishoppe.co.za

+ PERSONAL DETAILS

Date of birth  
15 Jan 1999

Nationality  
South African

Marital status  
Single

+ DRIVING LICENSE

Driving license category  
Yes

- Systematically folded and organized payslips, ensuring timely distribution to employees.
- Conducted comprehensive administrative tasks, including employee registration and scheduling interviews and meetings.

- Easishoppe  
Cape Town  
JUL 2022 - PRESENT  
**ADMIN CLERK**

- Delivered exceptional customer support by assisting walk-in clients and handling inquiries over the telephone.
- Accurately captured and processed daily orders, ensuring timely fulfillment.
- Provided prompt assistance via email, distributing necessary documentation and clarifications to clients.
- Managed financial tasks including credit notes, meter reading invoices, and standard invoicing with precision.
- Processed weekly casual wages efficiently, ensuring employee satisfaction.
- Collaborated with the logistics team to streamline route planning for enhanced operational efficiency.
- Resolved computer and minor technical issues, ensuring smooth office operations.
- Developed and maintained comprehensive databases to track customer product returns effectively.

+ EDUCATION

- Richfield College  
Cape Town  
2026  
**DIPLOMA**

- Currently pursuing a Diploma in Information Technology with a specialization in Programming
- Proficient in programming languages including Python, C++, PHP, JavaScript, HTML, and CSS
- Experienced in Microsoft Excel, Word, and PowerPoint
- Actively studying Database Systems with a focus on SQL

## + SKILLS

Microsoft Excel



Microsoft Outlook



E-Mail



C++



SQL



Javascript



Microsoft Word



Internet



Typing Skills



Python (Programming Language)



HTML / CSS



PHP



## + HOBBIES

- - Coding / Creating - Music -Reading

## + COURSES

- DEC 2023  
RESPONSIVE WEB DESIGN , FREECODECAMP
- JUL 2024  
INTRODUCTION TO JAVASCRIPT, SOLOLEARN
- AUG 2024  
INTRODUCTION TO C++, SOLOLEARN
- JUN 2024  
PYTHON DEVELOPER , SOLOLEARN

## + UNTITLED

- SEP 2024 - SEP 2024

## + EXTRA-CURRICULAR ACTIVITIES

- SEP 2024 - SEP 2024

Ralston Jnr De Klerk

Dear Team,

I am writing to express my interest in the position. With a solid foundation in computer science, a passion for coding, and me being very hands on and a willingness to learn, I am excited for the opportunity to contribute to your team and gain valuable experience in the field.

Currently, I am pursuing a **Diploma in Information Technology at Richfield College, I am currently in my 2<sup>nd</sup> year of a 3-year Diploma**. Through my coursework and personal projects, I have gained a strong understanding of programming languages such as Python and C++ as well as web development technologies like HTML, CSS, JavaScript and PHP. Additionally, I have experience working with databases like MySQL as well as an adequate understanding of Excel.

I am confident that my technical abilities, combined with my strong problem-solving skills and eagerness to learn, make me a great fit for your internship program. I am excited about the chance to work alongside industry professionals and further develop my skills in data analysing.

I do own a driver's license and my own car and a burning desire for this opportunity so getting around will never be an issue.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with the needs of your team. Please find my resume attached for your review, and I look forward to the possibility of contributing to your company.

Sincerely,  
Ralston Jnr De Klerk



**DRIVER RESTRICTIONS**






- 0 None
- 1 Glasses / Contact lenses
- 2 Artificial limbs

**PROF. CATEGORIES**

- P Passengers
- C Goods
- D Dangerous goods

**VEHICLE RESTRICTIONS**

- 0 None
- 1 Automatic transmission
- 2 Electrically powered
- 3 Physically disabled
- 4 Bus > 16000 kg (GVM) permitted

<b>A</b> 	<b>A1</b>  ≤ 125 cc
<b>B</b> 	 GVM ≤ 3500 kg
<b>C1</b> 	 GVM ≤ 750 kg
<b>C</b> 	 GVM ≤ 16000 kg
<b>EB</b> 	<b>EC1</b> 
<b>EC</b> 	<b>EC</b> 



DRIVING LICENCE

SADG SOUTH AFRICA

CARTÃO DE CONDUÇÃO

RJ DE KLERK

ID No: 02/9901155044084

Birth: 15/01/1999

Licence Number: 60020004CZC

Valid: 05/10/2022 - 04/10/2027

Issued: ZA

Code: B0

Vehicle restriction: 04/10/2022

First issue: 04/10/2022

Male

Restriction: 1

ZA

