Ruan van Niekerk

Contact Details

Cell: 071 938 4638

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Experienced Support Representative with a demonstrated history of working in the real estate industry. Skilled in Time Management, Teamwork, Marketing, Customer Service, and Design.

Skills

Software Development skills

HTML

CSS

Javascript

SQL

Bootstrap

Version Control Software (Git)

Workplace and Soft skills

Inbound Phone call handling

MS Office

Strategic planning

Office Administration

Technical Support

Conceptual understanding/visualization

Work History

Office Administrator

10/2019 - Current

RE/MAX Independent Properties, Port Elizabeth, EC

- Delivered expert clerical support by efficiently handling wide range of routine and special requirements.
- Created marketing material for both Office and Agent use.
- Added new listings as well as managing existing listings on internal Management System.

- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
- Liaised with assorted base of customers and reps, addressing requests and inquiries via phone or email.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Performed general office duties, including answering multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Created Matterport 360° virtual tours of newly listed properties.

Book Seller
10/2018 – 07/2019

Exclusive Books, Port Elizabeth, EC

- Completed setup, breakdown and product preparation for promotional displays and in-store demonstrations.
- Supported efficient and timely replenishment of sales floor merchandise.
- Applied interpersonal and communication skills to establish selling relationship with customers.
- Processed information and merchandise through POS register system.
- Organized store merchandise racks and displays to promote and maintain visually appealing environments.
- Assisted customers by answering questions and fulfilling requests.
- Managed efficient cash register operations, including scanning items, processing payments and issuing receipts.
- Listened to customer needs and desires to identify and recommend optimal products.

Education

Certificate in Software Development
11/2020 - Current

CodeSpace - Cape Town

Diploma: Information Technology
07/2019 - Current

University of South Africa – Port Elizabeth

High School Diploma
01/2013 – 12/2017

D.F Malherbe – Port Elizabeth

Languages

English - Fluent

Afrikaans - Fluent