Curriculum Vitae

Timothy Jennike

PERSONAL DETAILS

Full Name:

Personal Information:

Contact Details:

Timothy Jennike

Male

Email: jenniketimothy00@gmail.com

Coloured

Cell no: 073 985 3441

South African

ID number:0010275194081

OVERVIEW

I am a dynamic young person, who, despite my age, has gained some experience when working at the local post office company and suppliers' company in my community. As a for being a young person, I had struggles of finding what I would like to pursue as a career field. I believe that any opportunity can assist me in building more working experience and expose myself to the working world. I come from a household that has followed the path of working hard and striving for the best and I would like to follow that footsteps. My mindset I worked on extensively during the year and I have developed the right growth mindset to accomplish the requirements for working world.

EDUCATION

Matriculated- Plumstead High School, Western Cape, Cape Town 2018

EMPLOYMENT HISTORY

Production Assistant at More Envelopes (Nov- Dec 2019): Designing stamps and weighing/charging for letters, packets and parcels. Capturing data - Compile, sort and organize data to be entered into the databases or electronic files. Input text and data from documents into spreadsheets, databases or electronic files.

• Office Admin Assistant Internship at Okuhlaza Suppliers (Jan 2019 – Oct 2019):

Answer phone calls and transfer them to the correct team member. Deal with email and social media enquiries. Sort out incoming and outgoing mail. Handle receptionist duties from time-to-time which includes meeting and greeting guests. Type up letters and reports, transferred data from documents into spreadsheets and online systems. Data capturing of clients' information and updating data bases of clients. Input all sensitive data and accounting information into the databases and electronic files. Organise meetings and take notes from them. Stock taking and reordering office supplies whenever necessary. Assist other administrative staff in filing, xeroxing, typing and other tasks as necessary.

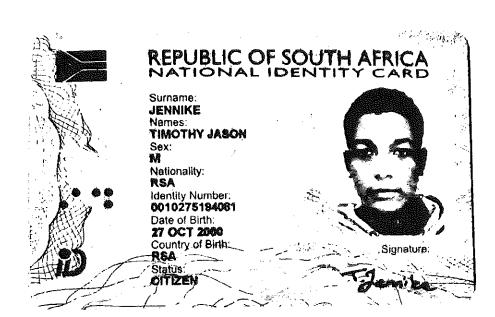
SKILLS

- Basic Computer Skills (Microsoft Word, PowerPoint, Excel and Publisher)
- Office Admin Skills
- Interpersonal Skills
- Communicational Skills

REFERENCES

Mr Robin Green
Director of Okuhlaza Suppliers
082 314 9564 (Mobile)

Ms ShamimaMore Envelopes Supervisor:
084 539 225(Mobile)



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