

Curriculum Vitae

Timothy Jennike

PERSONAL DETAILS

Full Name:

Timothy Jennike

Personal Information:

Male

Coloured

South African

ID number :0010275194081

Contact Details:

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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 Shamima

More Envelopes Supervisor:
084 539 225(Mobile)

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname:
JENNIKE
Names:
TIMOTHY JASON
Sex:
M
Nationality:
RSA
Identity Number:
0010275194061
Date of Birth:
27 OCT 2000
Country of Birth:
RSA
Status:
CITIZEN


Signature:
T. Jennike



**CERTIFIED A TRUE COPY OF THE
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AN UNAUTHORISED PERSON HAVE BEEN MADE**

NAME (PRINT) Nakasha Robert

SIGNATURE Nakasha Robert

DATE 24 January 2019

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