|  |  |
| --- | --- |
|  | **2024** |
|  |  |

|  |
| --- |
| **Curriculum Vitae of Yumna Ramjan** |
| Contact Number: 077 458 2979 |

**PERSONAL DETAILS**

NAME & SURNAME : Yumna Ramjan

ID NUMBER : 960511 0145 080

ADDRESS : 55 Bertha Street, Cravenby Estate, 7490

CELLPHONE NUMBER : 077 458 2979

GENDER : Female

HEALTH : Excellent

NATIONALITY : South African

DRIVERS LICENSE : Code 8

MARITAL STATUS : Married, 2 dependents

LANGUAGES : English, Afrikaans

AVAILABILITY : Immediately

**ACADEMIC DETAILS**

HIGH SCHOOL : Cravenby Secondary School

HIGHEST GRADE PASSED : Grade 12

SUBJECTS PASSED : English, Afrikaans, Biology, Mathematics, Business Economics, Business Studies

COMPUTER LITRACY : Yes, MS Office, Excel

**EMPLOYMENT HISTORY**

Name of Company : Clarkes Nett Loft

Period of Employments : 6 Month contract

Position : Administration

Duties : Creating spreadsheets, filing and telephonic communication

Reference : Marilyn Okkers

Contact Number : 082 450 6681

Name of Company : RCS Call Centre

Period of Employments : 1 Year – March 2016 – April 2017

Position : Income verification

Duties : Working with Clients confidential documents, Data Capturing and

Telephonic communication

Reference : Mandlakasi

Contact Number : 076 294 3163

Name of Company : Old Mutual

Period of Employments : 2 Years and 5 months – 01 August 2017 – 31st January 2020

Position : Sales Consultant

Duties : Adhering to any and all company’s policies and procedures.

: Working with client’s confidential paperwork.

: Data capturing and quotes for customers.

: Great customer service.

Reference : Colby Christophel

Contact Number : 071 881 1509 / 081 433 0721

Name of Company : Big Apple Motors

Period of Employment : 6 Month Contract

Position ` : Administration

Duties : Filing, Invoicing, updating employees’ contracts, telephonic communications and working with clients’ documentations.

Reference : Sam Ramjan

Contact Number : 079 786 7185

**Skill Development**

Numerical and analytical skills

Fully Bilingual

Loyal

Assertive

Dedicated

Committed

Problem solver

Friendly manner

Goal orientated

Objective

To acquire a position that presents growth opportunities that enhances my personal, organizational & motivational skills.