13 Talliep Cassiem close Gustrouw

Strand.

7140

Tell 0785039610 (cell) 5 December 2012

To: whom it may concern

With reference to the position available at your company, the attached CV is submitted for your consideration.

I will be graduating March 2013 with a B.com degree in Human Resource Management. My academic studies and work experience has given me a good understanding of the function of Human Resource in the retail sector and given me an opportunity to consolidate theory and practice.

My CV provides insight into my academic background, work and organizational experiences. My part time employment has included jobs in retail sales that relied heavily on my ability to provide quality service to customers. My academic back grounds, combined with my interest in working in the sale environment, have prepared me well to serve as an employee at your business. With additional training and help I am sure I will be able to do my work perfect. I am willing to work over time to satisfy the need of the company and to improve my ability.

Please contact me on the above address or by telephone as I would like to arrange a mutually convenient time for a meeting, during which we can further discuss your current or anticipating openings. Thanks for your time and consideration.

Yours sincerely

Shareefa Baderoen

**PERSONAL DETAILS**

SURNAME : Baderoen

FIRST NAME : Shareefa

ADDRESS HOME : 13 Talliep Cassiem Close

Gustrouw

Strand, 7140

MOBILE : 0785039610

EMAIL ADDRESS : shareefa.baderoen4@gmail.com

MARITAL STATUS : Single

RELIGION : Muslim

NATIONALITY : South African

HEALTH : Excellent

SEX : Female

DEPENDENTS : None

DRIVERS LICENCE : Code B, 2012

LANGUAGE PROFICIENCY: English

HOME LANGUAGE : Afrikaans

**CAREER OBJECTIVES**

To be able to enter into an entry level position in any position in the Human Resource department with the opportunity to later specialize in recruitment and selection or pay roll.

**EDUCATION QUALIFICATIONS**

INSTITUTION : University of the Western Cape

DEGREE : B.com General in progress

MAJOR MODULE :

Industrial Psychology

* Consumer Behavior
* Research Methodology
* Conflict and Negotiations
* Training and Development
* Organizational Behavior
* Ergonomics

Law

* Social Security Law
* Employment Law

Management

* Finance and Analytical Techniques
* Business Finance
* Marketing
* Operational Management

Information System

* Business Analysis
* System Delivery Management

GRADE 12 : Madrasatur Rajaa

2007 ( Merit and Endorsement)

SUBJECTS : English [HG], Afrikaans [HG], Arabic [HG],

Business Economics [HG],

Mathematics [SG], Biology [HG],

Accounting [HG]

**WORK EXPERIENCE**

COMPANY : Mr. Price Home

POSITION : Sales assistant

DURATION : 2007 - 2009(part time)

REASON FOR LEAVING : Family could not work together anymore

JOB DESCRIPTION :

* Visual displaying
* Customer service and satisfaction
* Responsible for own department
* Design of department outlay
* Booking in stock

SUPERVISOR : Dalene ( HOD) 0736648116

COMPANY : Cape Union Mart

POSITION : Sales assistant

DURATION : 2009 - 2012 (Part time)

REASON FOR LEAVING : Due to studies

JOB DESCRITION:

* Customer service and satisfaction
* Answering the telephone
* Stocktaking
* Responsible for own department
* Writing out quotations
* Contacting other branches for stock for customers
* Contacting customers to let them know their products arrived
* Cleaning department

SUPERVISOR : Shudley (Manager) (021)8527120

**ORGANISATIONAL EXPERIENCE**

2007 : Volunteer at BADISA

2010 : Treasurer of Strand Muslim Youth League

**ACHIEVEMENTS**

An achievement for me was working part time to pay my registration money, paying for my text books as well as travelling money. With that it gave me the opportunity to reach my main achievement which is my B.com degree in Human Resource Management.

**SKILLS**

* Customer service
* Multi-tasking
* Working under pressure
* Initiative
* Cultural awareness
* Dealing with difficult customers

COMPUTER LITERACY : Good (MS Word, Excel, Power point, Internet)

**References**

CONTACT PERSON : Mr.F Behardien (Principle)

CONBTACT NUMBER : 021-853 3578

CONTACT PERSON : ML.G Rhoda (religious Leader)

CONTACT NUMBER : 021-854 6269 / 083 294 0544