IDENTITY NUMBER : 8612210842088

NATIONALITY : South Africa

CONTACT NO. : 0824748687

RESIDENTIAL ADDRESS : 105 Block C

Mabopane

0190

HOME LANGUAGE : Setswana

OTHER LANGUAGES : English; Afrikaans & Zulu

TRANSPORT : Personal car

NOTICE : Immediately available

**EDUCATIONAL BACKROUND**

SCHOOL : Pretoria High School for Girls

STANDARD PASSSED : Matric (GRADE 12)

YEAR OBTAINED : 2004

SUBJECTS PASSED : English Afrikaans

Maths

Biology

Home economics

Computer typing

**TERTIARY EDUCATION**

INSTITUTION : Varsity College

: IMM

COURSE : Certificate in marketing management

MAJOR SUBJECTS : Business management

Micro economics 1

Macro economics 2

Principles of marketing

Communication

Business law

YEAR OBTAINED : 2005

INSTITUTION : Soft line VIP

COURSE : VIP payroll

MODULE 1 : Payroll admin

Payroll processing

Fringe benefits

Retirement funding income

MODULE 2 : Change to system setups

Basic company information access

Control (methods of calculation)

Advanced basic conditions of employment act (BCEA)

Remuneration calculations

Tax and tax year end procedures

DATE : Completed August 2009

**COMPUTER LITERACY**

* Microsoft word
* Microsoft excel
* Microsoft PowerPoint
* Microsoft outlook
* Email

**ADDITIONAL TRAINING**

COMPANY : FICA Monte casino

COURSE : Money Laundering (Financial Intelligent

Services Act)

Fire; Health; Risk Management

**EMPLOYMENT HISTORY**

COMPANY : ALC (AUTOMOTIVE LEATHER SUPPLIER)

POSITION : Team leader

DUTIES : Making sure that as a team we produce

quality products and to meet our daily

targets. Report writing; capturing of

finished goods ordering material for

production and capturing hours worked

COMPANY : MONTECASINO

INDUSTRY : Hospitality – Gambling

POSITION : Tables Dealer

DATE : November 2006 until December 2011

DUTIES : Customer Service (COMPLAINTS ETC)

Assisting with the Monte casino card

managing and balancing the float of

(+-R1000000)

ACHIEVEMENTS : Learn to professionally deal with drunk

angry difficult customers

Serving customers with excellence

Making sure every customer leaves happy. Got awarded with a moment of beauty for excellent customer services

COMPANY Accolade Financial Planning Services

POSITION Associate

DUTIES Offer Clients Financial Advice

COMPANY Jen IT Solutions

POSITION Payroll Administrator (TEMP)

DUTIES Doing payroll for the company using VIP

DURATION 3 Months

**REFERENCE**

1. MR DANIEL KHOZA

ALC

012 564 5006

0828368700

1. HR CONSULTANT

MONTECASINO

011 510 7411/4

1. VERITY GRANGER

RECRUTMENT SPECIALIST

0826036343

1. JOHN RASEROKA

COMPANY DIRECTOR

011 318 5176

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