# **CURRICULUM VITAE**

## **CHANTELLE HOPKINSON**

078 507 0734



### **PROFILE**

I am a dedicated, hardworking and trustworthy individual with a friendly and outgoing personality. I take pride in my work and have a positive outlook on life. I am always willing to learn and can work under pressure.

I am looking for a company that will allow me to be successful through personal and professional growth and I wish to pursue a career through a company that sources success and potential.

#### **PERSONAL DETAILS**

**SURNAME** 

Hopkinson

**FIRST NAME** 

Chantelle

TYPE IDENTIFICATION

**RSA** 

**IDENTIFICATION NUMBER** 

8909180142006

**DATE OF BIRTH** 

18 September 1989

**SEX** 

Female

**MARITAL STATUS** 

Single

**NUMBER OF DEPENDANTS** 

None

**HEALTH** 

Excellent

CRIMINAL RECORD

None

**HOME LANGUAGE** 

Afrikaans

**OTHER LANGUAGES** 

English (Read, Write, Speak and Understand Very Good)

**ADDRESS** 

24 Osler Street, Hospital Park, Bloemfontein, 9301

**CONTACT NUMBER** 

078 507 0734

SCHOOL ATTENDED

Sand Du Plessis High School (2008)

**AVAILABILITY** 

**Immediately** 

#### **COMPUTER LITERACY**

Microsoft Office

Microsoft Word

Microsoft Excel

Windows Mail

Courier IT

Navision

Odyssey

Various Retail Programs

SAGE

Pastel Sage 300

**HEAT** 

#### **WORK EXPERIENCE**

#### AS OF MOST RECENT

PLACE OF EMPLOYMENT

**PERIOD** 

JOB TITLE

**DUTIES** 

SIZWE IT GROUP

May 2018 – to date

Call Desk Aministration/sales/stand-in manager

To log, close, update, follow up and monitor customer calls.

To provide timeous diagnosing and resolution of calls/problems.

Keep records relating to queries and generate reports.

Being in charge of whereabouts of engineers at all times.

Keeping engineers motivated and helping them achieve their goals.

Making sure targets are met every month.

Assisting other branches in making sure calls get resolved ASAP.

Assisting with vehicle inspections making sure all vehicle inspections are in weekly. Arranging services for vehicle's.

Checking on Pastel if calls are completed and if not I report to the manager stating that the calls are not completed so that we find a solution and complete.

Tracking on vehicles as well as on the calls.

Tenders and quotes for clients as well as sales.

Managing the office when manager is not at the office including

All HR, and payments.

Please note that I am currently doing my exams in the following for the IT industry:

- 1. Applications
- 2. Data + Bi
- 3. Financial Management
- 4. Infrastructure & Operations
- 5. People + Resources
- 6. Project management + PPM
- 7. Security + Risk
- 8. Service planning + architecture
- 9. Strategy & Governance

Please note I will be done with these courses end of March 2022.

**REASON FOR LEAVING:** 

Looking for a new adventure to partake in

PLACE OF EMPLOYMENT

**Hestony Transport** 

PERIOD

May 2017 - May 2018

JOB TITLE

Parts Buyer Administrator

**DUTIES** 

To buy parts for the Mechanics who fixes the trucks.

To make sure that deadlines are met.

To order parts for trucks in all other regions.

To make sure that the pricing is the same as on the systems.

To do reports for the Manager get quotes and make sure that the

parts are correct that arrive.

**REASON FOR LEAVING** 

Better opportunity and salary

PLACE OF EMPLOYMENT

**CEB Maintenance** 

**PERIOD** 

October 2014 - July 2016

JOB TITLE

**Command Centre Agent** 

**DUTIES** 

To log, close, update, follow up and monitor customer calls.

To provide timeous diagnosing and resolution of calls/problems.

Keep records relating to queries and generate reports.

Being in charge of whereabouts of engineers at all times.

Keeping engineers motivated and helping them achieve their

goals.

Making sure targets are met every month.

Assisting other branches in making sure calls get resolved ASAP.

**REASON FOR LEAVING** 

Branch in Bloemfontein closed. Retrenched.

PLACE OF EMPLOYMENT SEESA

PERIOD July 2014 – September 2014

JOB TITLE Telesales

**DUTIES** To source new customers and make appointments for agents.

To make bookings and to keep record of potential clients or

Clients that have signed up.

REASON FOR LEAVING Received better job offer

PLACE OF EMPLOYMENT Tradezone Couriers Bloemfontein

PERIOD February 2011 – July 2013

JOB TITLE Admin Clerk

**DUTIES** Typing of Clipboards for drivers to take out with them on

deliveries and pickups. Scanning waybills and making sure

everything on the waybill is correct. Checking the manifests and making sure they are up to date. Answering the phone and

assisting customers.

REASON FOR LEAVING Personal

PLACE OF EMPLOYMENT B & J Supplies

PERIOD August 2010 – January 2011

JOB TITLE Admin Clerk (Casual)

**DUTIES** Administrative work, filing and answering of phones. PA for

Employer directly.

REASON FOR LEAVING Temporary (No longer needed casual workers)

PLACE OF EMPLOYMENT

Van Rensburg Pathology Bloemfontein

**PERIOD** 

July 2009 - July 2010

JOB TITLE

Admin Clerk (Runner)

**DUTIES** 

Delivering reports to patients and making sure their files are up to

date and cleared properly each time.

**REASON FOR LEAVING** 

Very long working ours

PLACE OF EMPLOYMENT

Sportsman's Warehouse

**PERIOD** 

April 2009 - June 2009

JOB TITLE

Cashier

**DUTIES** 

Assisting customers. Scanning products and taking payments. Making sure till balances at end of each day. Stock take when

needed. Assisting with packing out of new stock.

**REASON FOR LEAVING** 

Better job opportunity.





Chantelle Hopkinson Is Hereby Granted To



Strategy & Governois

Strategy & Governois





Chantelle Hopkinson Is Hereby Granted To



Infrastructure & Operations For Quecessful Completion of Info-Tech Academy's

**Certificate** 





Chantelle Hopkinson Is Hereby Granted To

For Aucressful Completion of Info-Tech Academy's Security & Kish

Framework





Chantelle Hopkinson Is Hereby Granted To

For Quecessful Completion of Info-Tech Academy's People & Resources

Framework







Chantelle Hopkinson Is Hereby Granted To

Framework

For Buccessful Completion of Info-Tech Academy's pm & projects



extificate of



ompletion

ण श्रीहारकी। किरामार्कि राज Chantelle Hopkinson

Management & Governance
Framework

Framework

Service Planning & Architecture For Buccessful Completion of Info-Tech Academy's

**Certificate** 



Chantelle Hopkinson Is Hereby Granted To



Financial Managemy's

**Vertificate** 





Chantelle Hopkinson Is Hereby Granted To



Data & Business Intelligence Hor Quecessful Completion of Info-Tech Academy's

**Certificate** 





Chantelle Hopkinson

For Successful Completion of Info-Tech Academy's Applications

Management & Governance Framework