

Eunice Ruiters

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am professional, reliable, highly organized and a great decision maker

I have the ability to work in highly pressurized environments while paying attention to detail

I believe in loyalty, punctuality and efficiency

I am a good team player and my desire is to ensure that all goals and targets set for me and my colleagues are not only met but exceeded

I am fashionably bold, youthful, brand cautious and target driven

Contacts and general information about me

Day of birth 1987-12-25 (38 years old)

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Work experience

Working period **nuo 2019.06 iki 2020.06**

Company name Kwelanga Training

You were working at: Sales administrator

Occupation Telesales Administrator

What you did at this job position? Telesales, Administration and Training Coordination

Working period **从 2016.11 到 2018.06**

Company name **Duesouth**

You were working at: **Sales person**

Occupation Assistant Manager

What you did at this job position? Sales, Cashier, Merchandising, Canvassing, Administration

Working period	nuo 2015.02 iki 2016.06
Company name	Uti Logistics
You were working at:	Data capturers
Occupation	Data Capture lerk
What you did at this job position?	Capturing GRN's, Administration, Stocktake, Picker, Packer
Working period	nuo 2007.02 iki 2011.11
Company name	Microfile
You were working at:	Data capturers
Occupation	Data Capture Clerk
What you did at this job position?	Retrieval and Return Clerk, Data Capture, Reception, Archives
Working period	nuo 2012.02 iki 2012.07
Company name	Dept of Home Affairs
You were working at:	Data capturers
Occupation	Data Capture Clerk
What you did at this job position?	Capturing of Immigration information

Education

Educational period	nuo 2001.01 iki 2005.12
Degree	Grade 12 / Matric
Educational institution	Gamble Street Secondary School
Educational period	nuo 2006.01 iki 2006.08
Degree	Certificate
Educational institution	Hilltop Empowerment Centre
Educational qualification	Office Administration
I could work	Office Administration, Excel, Ms Word, PowerPoint, Outlook
Educational period	nuo 2019.08 iki 2019.08
Degree	Certificate
Educational institution	Kwelanga Training
Educational qualification	Minute Taking for Meetings

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
isiXhosa	basic	basic	basic

Computer knowledge

Ms Word
Excel
Outlook
PowerPoint

Conferences, seminars

Sales conference in Cape Town(Sales Guru)

Additional information

Your hobbies	I am a fun outgoing person
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-03-00 (9 years)
Salary you wish	9000 R per month
How much do you earn now	8000 R per month