



# Deberah Van Rooi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have been working as an administrator for the past 13 years. I started off as a receptionist and soon was promoted to an administrator in the first six months of my first employment. I am passionate about what I do and learning new skills. I have completed a number of training courses such as Financial Management, Early Childhood Development, and an introductory course to Business Management. I have developed a strong skillset including data management.

Preferred occupation                      Administrators  
Administrative jobs

Teachers  
Teaching jobs

Preferred work location                      Upington  
Northern Cape

Keimoes  
Northern Cape

Kathu  
Northern Cape

## Contacts and general information about me

Day of birth                                      1988-12-29 (35 years old)

Gender    Male

Residential location                              Keimoes  
Northern Cape

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

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2007.01 iki 2007.12**

Company name Apollo E&I Construction

You were working at: Administrators

Occupation Administrator

What you did at this job position? Singlehandedly provided a comprehensive, high quality administrative, secretarial service to the construction team. \* Deal with email enquiries. \* Maintaining a clean and enjoyable working environment, \*Handling external and internal mail. \* Maintain inventory lists.

Working period **nuo 2012.01 iki 2012.06**

Company name KGI Financial Services

You were working at: Data capturers

Occupation Data Capturer

What you did at this job position? To capture information from hard copies to electronic system, i.e. excel and QuickBooks. Ensure that the information that is captured is accurate and in good standard. \* Enter information from documents to be stored and transmitted. \* Consistently check the work accuracy and completeness. \* Complete forms and edits current information. \* Read the information and key the data into the necessary fields. \* Compare the entered information with the source

Working period **nuo 2013.09 iki 2014.11**

Company name Teyma SA

You were working at: Administrators

Occupation Administration Clerk

What you did at this job position? Coordinating office activities and operations to secure efficiency and compliance to company policies. Support budgeting and bookkeeping procedures. \* Create and update records and databases with personal, financial and other data. \* Track stocks of office supplies and place orders when necessary. \* Manage phone calls and correspondence. \* Keep record of invoices on a monthly basis of both sites. \* Handle petty cash on a daily basis of both sites.

Working period	<b>nuo 2015.08 iki 2016.02</b>
Company name	Blaauw's Transport
You were working at:	Administrators
Occupation	Receptionist
What you did at this job position?	Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately. Answering screening and forwarding incoming phone calls. Receiving and sorting daily mail. * Ensure reception area is tidy and presentable, with all necessary stationary and material (e.g. pens, forms) * Provide basic and accurate information in-person and via phone or email. * Order office supplies and keep inventory of stock. * Keep updated records of office expenses and costs. * Handle petty cash on a daily basis. *Perform other clerical duties such as filling, photocopying and faxing.

### Education

Educational period	<b>nuo 2013.01 iki 2013.11</b>
Degree	Certificate
Educational institution	Gigga Skills Business College
Educational qualification	Advanced Certificate- Financial Management
I could work	as a financial assistant, payroll administrator
Educational period	<b>nuo 2020.01 iki 2020.09</b>
Degree	Certificate
Educational institution	Universal College Outcomes
Educational qualification	Early Childhood Development Level 4
I could work	as a foundation teacher
Educational period	<b>nuo 2021.01 iki 2021.05</b>
Degree	Certificate
Educational institution	Oxbridge Academy
Educational qualification	Fundamental Business Skills 101

### Languages

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

### Computer knowledge

Internet

Microsoft Office

### Recommendations

SAP

Contact person

Mervin Willemse

Quickbooks

Occupation

Grants Administrator

Company

Sassa

Telephone number

0727441656

Contact person

Silke Engelbrecht

Occupation

Financial Manager

Company

Teyma SA

Telephone number

0613168787

### Additional information

Driver licenses

EB Articulated Light Vehicle  $\leq$  3,500kg

Driver license from

2013-10-00 (10 years)

Salary you wish

7000 R per month

How much do you earn now

unemployed R per month