



Jerissa Jackson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Seeking permanent employment in the field of my studies

Preferred occupation	Buyer Administrative jobs
	Operations Clerk Administrative jobs
	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1996-09-27 (29 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.03 iki 2018.03
Company name	South African Police Services
You were working at:	Other jobs
Occupation	Volunteer
What you did at this job position?	Over and above my studies, I have volunteered my services at the SAPS with various avenues of administrative duties.
Working period	nuo 2020.12 iki 2021.11
Company name	South African Police Services
You were working at:	Other jobs
Occupation	Administrative Intern (SCM)
What you did at this job position?	Various Procurement duties

Working period	nuo 2021.11 iki 2021.12
Company name	Takealot.com
You were working at:	Other jobs
Occupation	Returns Clerk
What you did at this job position?	Gather and inspect returned merchandize to determine if it stays in store, ships to vendor or needs to be repaired. Process returns of unordered and non-saleable merchandize.

Education

Educational period	nuo 2010.01 iki 2014.11
Degree	Grade 12 / Matric
Educational institution	Sastri College
Educational qualification	Grade 12
I could work	N/A
Educational period	nuo 2015.03 iki 2015.11
Degree	Certificate
Educational institution	Mancosa
Educational qualification	Higher Certificate in Business Management
I could work	N/A
Educational period	nuo 2016.03 iki 2018.03
Degree	Degree
Educational institution	Mancosa
Educational qualification	Bcom Supply Chain Management
I could work	N/A

Languages

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

Computer knowledge

Excellent in Microsoft Word, Excel etc.

Additional information

Your hobbies	Reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-05-00 (6 years)

Salary you wish 15000 R per month

How much do you earn now 10000 R per month