



Patricia Jacobs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I wish to apply for an admin position or any general position. I am goal orientated with clear objectives in life.

I can work in a team as well as on my own. I am very responsible and believe in making sacrifices. I communicate in a very friendly and spontaneous manner and can easily relate to individuals.

I am polite, honest and very hardworking. I have the ability to communicate ideas, commitment to perform work and any position will do me good.

Preferred occupation Filing clerk
Administrative jobs

Generals
General jobs

Data capturers
Administrative jobs

Operations Clerk
Administrative jobs

Preferred work location Cape Flats
Western Cape

Eerseriver
Western Cape

Contacts and general information about me

Day of birth 1979-04-14 (46 years old)

Gender Female

Residential location Cape Town
Western 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 2021.06 iki 2022.07**

Company name City of Cape Town

You were working at: Operations Clerk

Occupation Admin Clerk for Facilities Management Safety and Security Services

What you did at this job position? Data capturing, filing, e-mailing Service Providers, MS Word, Ms Excel, PowerPoint, SharePoint, and SAP Production

Working period **nuo 2009.02 iki 2014.08**

Company name M-Kem 24 Hour Pharmacy

Occupation Merchandiser, Floor assistant

What you did at this job position? Worked in sales and customer care, assist patients with Orthopaedics, surgical Appliances and Health and Vitamins

Education

Educational period **iki 1997.11**

Degree Grade 11

Educational institution Bellville South Secondary School

Educational qualification Grade 11

I could work Immediately

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | very good | very good | very good |
| English | very good | very good | very good |

Computer knowledge

Ms Word, MS Excel, Powerpoint, SharePoint, SAP Production

Conferences, seminars

I had to attend meetings and take and type minutes. I also helped with assessments.

Recommendations

Contact person Geoffrey Sithole

Occupation Operations Manager

Company City of Cape Town

Telephone number 078 5452 051

| | |
|------------------|-------------------|
| Contact person | Hendrik Ruiters |
| Occupation | Area Ccoordinator |
| Company | City of Cape Town |
| Telephone number | 076 5763 220 |

Additional information

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|--------------------------|---|
| Your hobbies | I love to sing, binge watch Series's and spending time with loved ones. |
| Driver licenses | None |
| Salary you wish | + - R7000, 00 R per month |
| How much do you earn now | last salary was in July 2022 R per month |