



Zeenat Roomaan Omar

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard-working individual who is eager to learn and grow. I am accountable, reliable and self-motivated. I am a fast learner and a dedicated employee. I work well in teams and in individual environments. I am confident, motivated and constantly strive for perfection within the working environment.

I believe that I can contribute my working experience, skills and innovative ideas towards your organization as I can make the most mundane situation seem possible and given the opportunity, I can be a liable asset within your organization.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1999-01-14 (26 years old)
Gender	Female
Residential location	Gauteng
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 2017.06 iki 2017.08
Company name	The upholstery company
You were working at:	Administrators
Occupation	Unemployed
What you did at this job position?	Position: Administration Clerk : Basic reception duties : Filing Documentation : Invoicing : Assistant to Manage

Working period	nuo 2020.09 iki 2020.11
Company name	Ubuntu Communication Fibres
You were working at:	Sales administrator
Occupation	Unemployed
What you did at this job position?	Position: Sales Administrator Processing Applications, Contacting Clients for missing information, Queries Log calls to directly to management Maintaining and updating sales and customer records Communicating important feedback from customers, Sales targets to meet Working proactively with customer relations and Sale Managers Identifying possible solutions that could be offered to customers Effectively using escalation procedures

Working period	nuo 2019.10 iki 2022.03
Company name	Renwick
You were working at:	Administrators
Occupation	Unemployed
What you did at this job position?	Administration Clerk :Cold Calling for inbound and outbound : Adding listings on websites :Mandates :Queries :Maintaining and updating sales and customer records

Education

Educational period	nuo 2012.01 iki 2016.12
Degree	Grade 12 / Matric
Educational institution	Florida park high school
I could work	Immediately

Languages

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

Computer knowledge

Microsoft Excel, Microsoft Word, Outlook Google adobe microsoft office

Recommendations

Contact person	Malcolm Weimers
Occupation	Manager
Company	Sedu
Telephone number	0834143041
Email address	Weimersmalcolm339@gmail.com

Contact person	Ashraf Moosa
Occupation	Self employed
Company	Silhouette marine
Telephone number	0828221612
Email address	Ashrafmoosa.2clean@gmail.com
Contact person	Moegamat Kaashif
Occupation	Solution specialist
Company	LSEG
Telephone number	0833859474
Email address	Kaashifomar786@gmail.com

Additional information

Your hobbies	Reading Painting Drawing Writing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-01-00 (9 years)
Salary you wish	R7000 R per month
How much do you earn now	R0 R per month