



Aaliah Knight

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a driven individual with 3+ years of experience in administration, devoted to assisting individuals. Work well under pressure while bringing forth my ability to handle multiple administrative tasks and ensuring excellent service to members. Being a team player and doing my part to ensure growth within my work environment and adapt well when faced with challenges & new surroundings.

I am currently looking for a job in administration and office based jobs.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1999-09-06 (26 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| 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 2019.01 iki 2019.03 |
| Company name | Themba Na Mandla Foundation |
| You were working at: | Administrators |
| Occupation | Bookkeeper/Admin |
| What you did at this job position? | Creating and maintaining all patients' files upon arrival and duration of their stay. Filing reports on the progress of their condition/addiction. Handling sponsorship letters & keeping record of all funds coming in from patients as well as donations/sponsors. Keeping records of monthly expenses and budgets. |

Working period **nuo 2019.03 iki 2019.08**

Company name Bulk Pack Butchery

You were working at: Cashiers

Occupation Cashier

What you did at this job position? Responsible for processing and receiving payments and issuing receipts to customers when receiving their purchases. Assisting customers with product information, specials and services available in store. Responsible for capturing monthly stock and pricing items in store.

Working period **nuo 2019.08 iki 2019.12**

Company name Salt Employee Benefits

You were working at: Administrators

Occupation Indexing administrator

What you did at this job position? Attach members withdrawal claim forms and supporting documents onto member records. Creating workflows to enable administrators to process claims. Make administrators aware when outstanding documents were received to pay claims. Send relevant emails to different departments (death, disability, divorce and maintenance). Suspend claims pending documents or outstanding information. Maintain mailbox – Ensuring all new claims sent via email are attended to timeously.

Working period **nuo 2020.01 iki 2023.05**

Company name Salt Employee Benefits

You were working at: Administrators

Occupation Queries and Escalations administrator

What you did at this job position? Assess, process and pay members withdrawal, retirement ,retrenchment, PFA & transfer of funds claims – Benefits being transferred to another fund upon request from member. Ensuring claims are processed or suspended (Quality Assurance). Handle queries and escalations from multiple departments/regions. Responsible for dealing with Pension Fund Adjudicator claims and executing them timeously. Liaising with members and employers regarding their withdrawal claims & updating personal information to records. Liaising with SARS – tax number queries.

Education

Educational period **nuo 2017.02 iki 2017.12**

Degree Grade 12 / Matric

Educational institution Royal College

Languages

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

Computer knowledge

- Microsoft Teams
- Microsoft Excel
- Microsoft Outlook
- Microsoft Word

Recommendations

| | |
|------------------|-------------------------------|
| Contact person | Ella Momberg |
| Occupation | Team Leader Claims Department |
| Company | Salt Employee Benefits |
| Telephone number | 060 940 3397 |
| Email address | MombergE@salteb.co.za |

| | |
|------------------|-----------------------------|
| Contact person | Aaaqeelah Chetty |
| Occupation | NGO owner |
| Company | Themba Na Mandla Foundation |
| Telephone number | 072 700 1016 |

| | |
|------------------|--------------------|
| Contact person | Melinda Pinto |
| Occupation | Butchery owner |
| Company | Bulk Pack Butchery |
| Telephone number | 083 267 4847 |

Additional information

| | |
|--------------------------|-------------------------------|
| Your hobbies | Travelling Reading |
| Driver licenses | None |
| Salary you wish | R13 000 - R15 000 R per month |
| How much do you earn now | R9900 R per month |