



# Rayno Schwartz

Curriculum Vitae (CV)

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

Information Technology Internships

Receptionist

Data Capturing

Administration

Junior admin

Assistant

Preferred occupation

IT, computing jobs

Preferred work location

Kimberley  
Northern Cape

Cape Town  
Western Cape

Bloemfontein  
Free State

## Contacts and general information about me

Day of birth 1992-12-14 (32 years old)

Gender Male

Residential location Kimberley  
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 2012.01 iki 2013.12**  
 Company name Gold Leaf Plumbing (Pty) Ltd  
 You were working at: Plumbers  
 Occupation Maintenance and General worker  
 What you did at this job position? \* Assisted with electrical and plumbing repairs. \* Perform routine inspections of plumbing and drainage systems. \* Follow building plans and blueprints. \* Clean facilities by sweeping, mopping and dusting. \* Repairing of leaks and replacing faulty equipment.

Working period **nuo 2009.01 iki 2010.12**  
 Company name Steel & Pipes for Africa (Pty) Ltd  
 You were working at: Generals  
 Occupation General Working  
 What you did at this job position? \* Loading and off-loading of trucks and other vehicles, \* Sorting and storage of goods and equipment. \* Keep the working area clean and sorted. \* Willing to work overtime when required.

Working period **nuo 2016.01 iki 2017.12**  
 Company name Steel & Pipes for Africa (Pty) Ltd  
 You were working at: Sales representative  
 Occupation Sales representative  
 What you did at this job position? \* Sell goods, negotiate and offer services to clients, companies, organizations and customers. \* Describe products: Their functions and if we recommend any services. \* Create sale leads, building clients relationships and follow up with new customers. \*

Working period **nuo 2022.07 iki 2022.09**  
 Company name Ikhaya'Lethu Organization Victim Support Center  
 You were working at: Data capturers  
 Occupation Data Capturer  
 What you did at this job position? \* Compiled, sorted and organized data to be entered into the databases or electronic files. \* Input text and data from documents into spreadsheets, databases or electronic files. \* Input all sensitive data and accounting information into the databases and electronic files. \* Checking the accuracy of the computer files and verifying that the details are correct before sending it up to the management chain of command.

## Education

Educational period **nuo 2006.01 iki 2010.12**  
 Degree Grade 12 / Matric  
 Educational institution Kimberley Boy's High School  
 Educational qualification Matric Certificate

Educational period	<b>nuo 2012.01 iki 2014.12</b>
Degree	Diploma
Educational institution	Damelin (Pty) Ltd
Educational qualification	Diploma in Information Technology

### Languages

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

### Computer knowledge

- \* Productivity software
- \* Operating systems
- \* Presentation software
- \* Communication tools
- \* Database management
- Skills:
- \* MS Office
- \* Google Drive
- \* Spreadsheets
- \* Email
- \* Social media
- \*

### Recommendations

Contact person	Mr Fred Simons
Occupation	CEO
Company	Steel & Pipes for Africa (Pty) Ltd
Telephone number	073 176 6044
Email address	simons@spanc.co.za
Contact person	Mr Kevin Appels
Occupation	CEO
Company	Gold Leaf Plumbing (Pty) Ltd
Telephone number	076 775 5916
Email address	Kevin.appels@gmail.com

Contact person	Pastor Basil Tuis
Occupation	CEO
Company	Ikhaya'Lethu Organization Victum Support Center
Telephone number	064 213 7743

#### **Additional information**

Your hobbies	* Cycling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-02-00 (13 years)