



Sagryda Bristow

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Work Ethic: Applying for jobs daily and subscribing to newsletters reflects your proactive approach to seeking opportunities and staying informed.

These positive points collectively paint a picture of a skilled and experienced professional with a diverse skill set, technical proficiency, and a strong commitment to delivering excellence in various capacities.

I am seeking a data entry clerk, live chat support, or any administrative-related positions which can be done remotely

Preferred occupation **Data capturers**
Administrative jobs
Extensive Experience: You have an impressive 32 years of dedicated service, showcasing a wealth
Preferred work location **Pietermaritzburg**
of experience in customer support, technical assistance, and data entry.

Contacts and general information about me

Versatility: Your experience spans various roles, including Freelance Logo Designer, Virtual

Day of birth **1971-10-11 (52 years old)**
Technical Support Associate, and Customer Service Representative/Teller, highlighting your ability
Gender **Female**
to adapt to different responsibilities.

Residential location **Pietermaritzburg**
KwaZulu-Natal

Independence and Teamwork: You excel both in independent roles and as part of a team,
Telephone number *Information is available only for registered users.*
demonstrating flexibility and adaptability in various work environments.

Email address *Information is available only for registered users.*
[Sign in](#)

Technical Proficiency: Proficient in Microsoft Word, with exposure to Outlook, PowerPoint, Excel, and

Office. This technical skill set is crucial for data entry and related tasks.

Work experience

Working period **nuo 2023.08 iki 2023.11**

Attention to Detail: Your roles have required a high level of attention to detail, as seen in managing
Company name **Real Lancers**
daily data entry tasks, balancing cash and stocks, and transitioning to electronic record-keeping.

Occupation **Freelance Logo Designer**

Multifaceted Skills: Beyond data entry, you have experience in freelance content writing, blogging,
What you did at this job position: I designed logos for international companies on a project basis,
logo design, document format conversion, general administration duties, translation work,

Working period **nuo 2022.09 iki 2022.11**

transcription work, and email management.
Company name **Amazon**

You were working at: **Agents**
Customer Service: Your background in customer service, both as a freelancer and in a traditional
Occupation **Virtual Technical Support Associate (Seasonal)**
setting, reflects your commitment to providing top-notch service.

What you did at this job position? - Received extensive training in digital service support. -
Provided technical support in a call center environment,
Adaptability: You've demonstrated adaptability by learning and using email folders to manage
newsletters, showcasing your ability to efficiently organize and prioritize tasks.

Language Skills: Proficient in English, both written and spoken, enhancing your ability to communicate effectively in a professional setting.

Working period **nuo 2022.04 iki 2022.05**

Company name Homebase Job

You were working at: Data capturers

Occupation Freelancing Data Entry Clerk

What you did at this job position? - Managed daily data entry tasks, including form filling, data copying, pasting, email sending, and SMS sending. - Demonstrated attention to detail and adherence to deadlines.

Working period **nuo 1990.01 iki 2021.10**

Company name SA Post Office

You were working at: Customer care agent

Occupation Customer Service Representative / Teller

What you did at this job position? - Provided top-notch retail and finance services, attending to customer queries, processing payments, and certifying documents. - the daily balancing of cash and stocks, transitioning from manual record-keeping to electronic systems. - Provided the full range of banking services to clients, which included deposits, withdrawals, statement requests as well as investment services. - Managed stock control, Sassa fund distribution, Postbank services, and motor vehicle license transactions. - Received full-service training on the Natis systems, handling various transactions.

Education

Educational period **nuo 1985.01 iki 1989.11**

Degree Grade 12 / Matric

Educational institution Linpark High School

Educational qualification High School Graduate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
French	do not know	basic	basic

Computer knowledge

Proficient in Microsoft Word

Exposure to Outlook, PowerPoint, Excel, and Office

I am also conversant with designing platforms like Canva

Recommendations

Contact person	Tobia Jordaan
Occupation	Previous Manager
Company	SA Post Office
Telephone number	+27732841941
Email address	tobia@live.co.za

Additional information

Your hobbies	Reading, writing, outdoors, nature, cooking, baking, crafts, knitting, sewing, listening to music, enjoying animals, enjoying the beach, and most importantly, spending quality time with the people closest to me.
	Favourite Music Country, pop, Afrikaans, and actually anything that is soothing to the soul
Driver licenses	None
Salary you wish	10000 R per month