



# Kimberly Saoke

Curriculum Vitae (CV)

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

I'm looking for a part-time Shop Assistant or Retail Assistant position. I'm available on weekends and flexible during the week, especially in the afternoons.

As an IB Diploma graduate, I've developed strong critical thinking, communication, and time management skills. I am dependable, quick to learn, and comfortable working under pressure. I work well in a team and enjoy helping others. I also have basic computer knowledge, including Microsoft Word, Excel, and online platforms. My ability to stay organised and committed makes me confident that I will be a positive and reliable team member.

Preferred occupation	Store person Retail, store jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2019.08 iki 2023.05</b>
Degree	Diploma
Educational institution	SOS Herman Gmeiner International College
Educational qualification	High school diploma

Educational period	<b>nuo 2024.02 iki 2025.06</b>
Degree	Degree
Educational institution	University of Johannesburg
Educational qualification	Bcom economics and econometrics ( still a student)
I could work	Part time

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
French	basic	good	basic

### Computer knowledge

- Comfortable using basic computer systems including tills, barcode scanners, and Microsoft Word/Excel. Quick to learn in-house retail software and stock management systems.
- Familiar with online learning platforms (Moodle, Blackboard, Google Classroom).
- Able to type efficiently (35+ WPM) and navigate basic admin software.
- Quick to learn new systems, including stock-taking and inventory tools

### Conferences, seminars

Attended academic and professional development events to build soft skills, leadership, and career awareness:

- African leadership Academy Model African Union(ALAMAU) Conference 2022 15 to 19 March and 2023 15 to 19 March.
- Transforming Africa: Innovating our way towards sustainability 26- 29 February 2024
- Seminar regarding the monetary 20 May 2025

### Additional information

Your hobbies	<ul style="list-style-type: none"> <li>- Volunteering at events and open days - I enjoy working with people and supporting teams.</li> <li>- Creative writing and reading</li> <li>- Fitness and dance</li> <li>- Customer service simulations - was a sales person in school tuck shop</li> <li>- Fashion and retail trends - I am interested in style, merchandising, and store displays.</li> </ul>
Driver licenses	None
Salary you wish	Negotiable R per month