



Shaakira Muhammad

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im a well groomed individual, who works well under pressure and appreciates a new challenge daily. I have strong problem solving skills, and I excell in customer service excellence. I am a go getter, and always strive to accomplish my goals in life. I have just 1 goal left, which by the grace of GOD will be accomplished before the end of this year. I believe in prayer and devine honesty is my backbone in the path that I walk in life.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1984-02-13 (41 years old)
Gender	Female
Residential location	West Rand 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 2008.03 iki 2011.01
Company name	jaf direct
You were working at:	Telemarketers
Occupation	sales agent
What you did at this job position?	telephonic sales, admin, data capturing, team leader, supervisor
Company name	Tiauto Investments
You were working at:	Receptionists
Occupation	cashier, receptionist, administrator
What you did at this job position?	switchboard operator, cash controller, front desk reception, daily cash up and recons, customer service

Education

Educational period	nuo 1995.01 iki 2001.11
Degree	Certificate
Educational institution	Tiauto investments
Educational qualification	telephone etiquette professional
I could work	I could work as a team leader in a very professional manner

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	good	good	basic

Computer knowledge

I have the modern basics computer knowledge, as I studied as a subject in high school. Due to not persuing it further, I only remeber the basics of computers. I understand word excel and certain problem solving techniques to computer maths.

Conferences, seminars

I attended the Tiauto Investments telephone etiquette training and qualified with the highest test results on pass, and therefore that course has inspired my telephone manners, and my customer service skills.

Recommendations

Contact person	Russell Barrat
Occupation	Manager
Company	Tiauto Investments
Telephone number	011- 4671060
Email address	fourways@twt.to

Additional information

Your hobbies	I am a chef, so cooking and baking is one of my many hobbies. Sport will include : cricket, soccer, swimming, I am an animal lover, and appreciate nature as my uplifting spirit to enjoy my sports. Dancing helps me perform better, wether at work or at home, it rejuvenates my senses to think clearly.
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	4000 R per month