



# Rashida Dawjee

Curriculum Vitae (CV)

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

Junior Bookkeeping ..... adaptable to change. .. follows instructions. ... not afraid to ask for assistance or additional information. ... own transport.... two weeks notice maximum for availability. ... in addition im well acquainted with the automotive industry as I still work for a family owned business which is part of automotive world....I'm on a twice a month call.... I can easily fall into any processional position which requires me to multitask and able to forefull that flawlessly ..... all I'm asking is an opportunity to prove my worth

rashida.dawjee@gmail.com

Cell:0824669274

Preferred occupation Junior Bookkeeper admin assistant  
Finance jobs

Preferred work location Cape Town  
Western Cape

## Contacts and general information about me

Day of birth 1984-12-13 (40 years old)  
Gender Female  
Residential location Cape Town  
Western Cape  
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 2004.07 iki 2017**  
Company name Towbars King ( Later Towbars Africa )  
You were working at: Accountants  
Occupation Junior Bookkeeper / admin assistant  
What you did at this job position? Book keeping,admin, reception, stock,staff management, store management, minimum sales, banking, HR , remuneration etc.... all info required will be found on attached cv this us but a few just of the bat

## Education

Educational period	<b>nuo 1999.12 iki 1999.01</b>
Degree	Grade 11
Educational institution	Grassy Park High
Educational qualification	Grade 11
Educational period	<b>nuo 2017.09 iki dabar</b>
Degree	Grade 12 / Matric
Educational institution	Elsies River AET Training Centre
Educational qualification	Grade 12
I could work	I am able to work as my classes are at night ....
Educational period	<b>nuo 2009.04 iki 2009.08</b>
Degree	Certificate
Educational institution	Damelin
Educational qualification	Juniors Book Keeping

## Languages

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

## Computer knowledge

Ms word, Excel., etc

## Recommendations

Contact person	Annelise Theron
Occupation	Senior Management
Company	Towbars Cape
Telephone number	021595 4010
Email address	acc.towbars@mweb.co.za
Contact person	Annelise
Occupation	Regional Manageress
Company	Towbars Cape
Telephone number	0215954010
Email address	acc.towbars@mweb.co.za

## Additional information

Your hobbies Reading, Design & Sew, Cooking, Etc

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2009-07-00 (16 years)
Salary you wish	12000.00 R per month
How much do you earn now	11500.00 R per month