



Tougiedah Brown

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a 41 year old female and I am looking to provide my typing services to any company that is in need of assistance. I have a reliable PC with internet and am willing to work after hours. My typing speed is between 70 - 90 w.p.m. Accuracy is key to me and I handle work with all professionalism. I have administrative experience, I have studied Secretarial from N4 to N6 and I practice what I was taught. I am always helpful and if I don't know, I will seek advice. I love sharing my knowledge and experiences as well.

Thank you

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|-------------------------|---|
| Preferred occupation | Part time jobs Part time, weekend jobs |
| Preferred work location | Cape Town Western Cape |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1978-06-02 (47 years old) |
| Gender | Female |
| Residential location | Southern Suburbs 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 1999.05 iki 2007.04 |
| Company name | Truworths |
| You were working at: | Administrators |
| Occupation | Buyers Assistant |
| What you did at this job position? | Capturing of order, final showing preparation, sample control, stock room control, delivery checks of orders to the warehouse |

Working period **nuo 2007.05 iki 2012.11**
 Company name Vodacom
 You were working at: Administrators
 Occupation Administrator
 What you did at this job position? flexi budget updates, administration, event coordination to the Call Centre, Stand-in secretary to the Executive head of department, Forecasting of budgets, projects

Working period **nuo 2013.06 iki 2019.10**
 Company name Vodacom
 You were working at: Administrators
 Occupation Senior Administrator
 What you did at this job position? Create and maintain agents profiles, weekly site visits to Business Partners, Application systems testing, project administrator, reporting and analysis, system testing

Education

Educational period **nuo 1992.01 iki 1996.12**
 Degree Grade 12 / Matric
 Educational institution Grassy Park High School
 Educational qualification Matric

Educational period **nuo 1997.02 iki 1998.06**
 Degree Certificate
 Educational institution College of Cape Town
 Educational qualification Secretarial Studies

Educational period **nuo 2004 iki 2004**
 Degree Certificate
 Educational institution South African School of Paralegal
 Educational qualification Civil Litigation, Debt Collecting

Educational period **nuo 2014.01 iki 2014.04**
 Degree Certificate
 Educational institution Varsity College
 Educational qualification Fundamentals of Project Management

Educational period **nuo 2017.04 iki 2018.10**
 Degree Certificate
 Educational institution NorthWest University
 Educational qualification Women in Leadership

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Afrikaans | fluent | fluent | fluent |

Computer knowledge

- Microsoft Office 2010 proficient
- Internet Explorer 11 proficient
- Communication: verbal and writing proficient
- Work well indepedantly and within a team
- Excellent written skills
- Excellent typing skills (70-90w.p.m)
- Project Administration
- Coaching and Training

Recommendations

| | |
|------------------|------------------------------|
| Contact person | Grant Johansen |
| Occupation | Senior Specialist |
| Company | Vodacom |
| Telephone number | 0829981515 |
| Email address | Grant.Johansen@vodacom.co.za |
| Contact person | Shaheen Valley |
| Occupation | Supervisor |
| Company | Vodacom |
| Telephone number | 0829972864 |
| Email address | Shaheen.Valley@vodacom.co.za |

Additional information

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|--------------------------|-------------------------------|
| Your hobbies | Reading Hiking Outdoors |
| Driver licenses | None |
| Salary you wish | 3000 R per month |
| How much do you earn now | 00.00 R per month |