

AAKIELA HARTLEY

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27 Veronica Road Mitchell
Plain Capetown South Africa
04/July/1996

Summary

I am an enthusiastic, self-motivated, reliable, responsible and hardworking person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team and independently. I am able to work well under pressure and adhere to strict deadlines

Education

Zoe Academy

2012 - 04-07-2013

NQF level 4

Maths , English , Afrikaans, business management , life skills

Experience

Asda Merchants

2015 - 2017

Customer Care agent

Duties- Interact with customers to provide information in response to inquiries about products and solve complaints.

Maslo Corp

2017-10 - 2018-07

Admin

Mazlo Corp Duties Advertising, emails , scheduling appointments ,Handling calls

Kezia Consultants

2018-12 - 2019-11

Sales agent

Duties - Present, promote and sign customers up for insurance

U.M.I WOOD WORX

2020 - 2022-03

Personal Assistant/Administrator

Duties Admin ,filing ,Customer service , quoting , emailing , calls , invoicing , stock control , PA , general manager

Languages

English , Afrikaans

References

Asda Merchants(closed down)

Mazlo Corp Ziyaad Mazlo

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