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| ***Name:*** | ***Claudia J Koopman*** |
| ***Location:*** | ***Saldanha, West Coast (Will move to Plumstead, CapeTown)*** |
| ***Contact nr:*** | ***0798474852*** |
| ***Email:*** | [**c*jskoopman1989@gmail.com***](mailto:cjskoopman1989@gmail.com) |
| ***Age:*** | ***34*** |
| ***Language:*** | ***Afrikaans & English*** |



***\*\*PROFESSIONAL PROFILE\*\****

***I am keen to pursue and passionate to progress and that makes me an excellent asset to any team/ department/ business or company.***

***I’m a mother, and I’m motivated, Confident, Self-starter, Trustworthy, Loyal, Determine, Loving, Talkative, Organized, Multitasking, Deadline-driven, Problem solver, Fast learner, willing to learn person with a heart of Gold. I have worked in a lot of places/ company’s before, I’m not disappointed at all I have learn so much during all these years and have gained so much experience and knowledge that made me the person I am today.***

***I have learned don’t let anything stand in your way to achieve your heart’s goals and dreams, I am a good person today and love new challenges and Ill do everything to achieve it***

***I’m as good as they come, with both feet on the ground, Strait forward person but would go out of my way to help those in need where and when I can.***

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| ***\*\*HOBBIES & INTRESTS\*\**** |

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| **\*Baking & Cooking** | ***\*Sewing*** |
| **\*Art’s & Craft’s** | ***\*Puzzles*** |
| ***\*Typing & Writing*** | ***\*Watching Movies & Series*** |
| ***\*Help Others*** |  |

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| ***Transport: Public*** |
| ***Address: 10 Perlemoen street Diazville, Saldanha, West Coast 7395*** |
| ***Availability: Immediately*** |

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| ***\*\*HOW MANY YEARS EXPERIENCE\*\**** |

***\*\*Achievement & Education\*\****

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| ***Admin & Office*** | ***5+ Years*** |
| ***Cashier & Customer service & support*** | ***6+ Years*** |
| ***Design: Logo’s & Posters*** | ***3+ Years*** |
| ***Baking & Cooking*** | ***5+ Years*** |

***\*Westcliff Secondary School Bellville, Western Cape -Grade 10***

***\*School attendance from 2002 to 2005***

***\*Subjects: Afrikaans English***

***Science Mathematics***

***Home Economic Life Orientation***

***\* Newborn Outreach Ministry (Admin Assistant)***

***\* Saps (While I was in High school)***

***\*Do odd jobs to help others (Making clothing/ Logo’s/ Ads etc.)***

***\*Educated myself on the Internet to know all I know now.***

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| ***\*Office Experience*** |
| ***\*Admin Assistant & Support*** |
| ***\*Payroll*** |
| ***\*Typing- speed 30wpm*** |
| ***\*Computer Knowledge*** |
| ***\*Convert Pdf to word*** |
| ***\*Data Entry & Data Management*** |
| ***\*Filling Forms*** |
| ***\*QuickBooks/ Invoicing/ Bookkeeping/Allocate payment*** |
| ***\*Accuracy*** |
| ***\*Schedule Appointments*** |
| ***\*Document Scanning*** |
| ***\*Answering Calls/Take messages in Timely manner*** |
| ***\*Customer Service & Support*** |
| ***\*Canva (Logo’s/ads) Design*** |
| ***\*Inventory of Supplies/ Stock*** |
| ***\*Filing Documents /Papers/ Scanning*** |
| ***\*Screening/Writing/Reading/Sorting/Sending Emails*** |
| ***\*Organizing of Calendars and Diaries*** |
| ***\*Ms Office (Word/Excel/PowerPoint)*** |
| ***\*Counting up Slips and Expenses for end year Tax/ Month end*** |
| ***\*Make Arrangements/ Personal Assistant*** |
| ***\*Advertising (Online)*** |
| ***\*Excellent verbal & Written (Afr & Eng)*** |
| ***\*Problem Solving*** |
| ***\*Organising & Multitasking*** |
| ***\*Platform’s Update*** |
| ***\*Translation (Afr to Eng)*** |
| ***\*Adaptability*** |
| ***\*Communication*** |
| ***\*Team Work*** |
| ***\*Cashier/ Paker*** |
| ***\*Cash Handling/ Petty Cash*** |
| ***\*Baking & Cooking*** |
| ***\*Housekeeping*** |
| ***\*Food Prep & Serving*** |
| ***\*Day care Experience*** |
| ***\*Restaurant Experience*** |
| ***\*Wiling & Eager to learn*** |

***\*Baking & Cooking / Cash Handling/ Cashier/ Food Preparations/ Customer Service (Shamrock Fisheries)***

***\*Admin Assistant/ Office / Document filing/ Filling Forms/Answer Calls take message/ (Saps)***

***\*Cashier/ Customer Support & Service/ Paker/Stock Take/ Inventory & Supplies/ Housekeeping (Game)***

***\*Admin Assistant/Advertising- Online/ QuickBooks/Invoices/MS Word, Excel & PowerPoint/Emails/Schedule Appointments/Data Entry (Online Work-Remote)***

***\*Filing/ Typing & Writing/ Admin assistant & Support/ Counting Slips & Drawing up Spreadsheet of Expenses for end Year Tax etc. (Mr H.de Koker)***

***\*\*QUALIFICATIONS & EXPERIENCE\*\****

***\*\*SKILLS & KNOWLEDGE\*\****

***\*\*REFERENCE\*\****

***Adri Louw- Clerk (SAPS) -0827841082***

***Mr. H De Koker- Manager- 0848306989***

***Jeaneen- Manager (Shamrock Fisheries) 0722106119 / (021)988-5892***