

**Nawaal Andrade**

**CANDIDATE DETAILS:**

Candidate Name: Nawaal Andrade  
Nationality: South African – Coloured Female  
ID Number: 810813 0027 082  
Languages: English, Afrikaans  
Drivers licence: Code 8  
Cell number: 0832761838

**SECONDARY EDUCATION**

SCHOOL : South Peninsula High School  
COMPLETED Grade 12: 1999  
SUBJECTS : English  
Afrikaans  
Physical Science  
Biology  
Mathematics  
Accounting

**COURSES COMPLETED**

INSTITUTION : School of Industry - AUTOMOTIVE BODY REPAIRS  
YEAR COMPLETED: 17 APRIL 2000 – 09 MAY 2000

INSTITUTION : Directors at Tulbagh Centre  
YEAR : JANUARY – APRIL 2001  
GRAPHIC DESIGN – incomplete

INSTITUTION : COMPUTER LITERACY  
: MS Word  
Excel  
Internet and email  
PowerPoint

**EMPLOYMENT SUMMARY:**

Company	Position Held	Dates Employed
DEKRA Automotive	Admin, Reception and Cashier	December 2009 – December 2018
UWP CONSULTING	Reception / Admin Assistant	October 2007 – February 2009
Doctor Jassiem's Surgery	Receptionist/ Admin Assistant	March 2007 – October 2007

Cytotech	Receptionist / Data Capturer	July 2005 – December 2005
Maverick Trading	Receptionist/ Payroll administrator	February 2005 – June 2003
Old Mutual Broker Services	Data Capturing	April 2003 – June 2003

**PREVIOUS EMPLOYMENT:**

Company	Position Held	Dates Employed
DEKRA Automotive	Admin, Reception and Cashier	December 2009 – December 2018

**Responsibilities:**

- Receiving clients in a professional manner
- Directing calls to the necessary departments
- Data capturing – client details on DEKRA net and processing roadworthy
- Issuing of Certification for vehicles using eNATIS
- Daily banking of cash received from clients

**Reasons for Leaving:**

Resigned due to personal reasons

Company	Position Held	Dates Employed
UWP CONSULTING	Reception / Admin Assistant	October 2007 – February 2009

**Responsibilities:**

- Receiving clients in a professional manner
- Directing calls to the relevant departments
- Liaise with clients and staff
- Responsible for boardroom bookings and catering
- General filing, typing - Daily banking

**Reasons for Leaving:**

Contract came to an end

Company	Position Held	Dates Employed
Doctor Jassiem Practice	Receptionist/ Admin Assistant	March 2007 – October 2007

**Responsibilities:**

- Switchboard duties
- Capturing of patient details
- General filing and faxing - Weekly banking

**Reasons for Leaving:**

Better job prospects

Company	Position Held	Dates Employed
Cytotech	Receptionist / Data Capturer	July 2005 – December 2005

**Responsibilities:**

- General switchboard duties
- Capture clients details and bank statements on excel.
- Worked closely with Managing Director to process files of statements captured.
- Basic admin duties – typing, filing, faxing and general emails

**Reasons for Leaving:**

Retrenched

Company	Position Held	Dates Employed
Maverick	Receptionist/Payroll administrator	July 2005 – December 2005

**Responsibilities:**

- Payroll for general for Direct
- Invoicing of clients
- Typing out quotations
- General filing and emails

**Reason for leaving:**

Company closed down

Company	Position Held	Dates Employed
Old Mutual Broker Services	Data Capturing	April 2003 – June 2003

**Responsibilities:**

- Was responsible for cold calling
- General data capturing

**Reason for leaving:**

- Better job prospects

## References

<b>DEKRA Automotive</b>	Branch Manager: Mr Shaheem Mohamed 072 106 1430
<b>UWP Consulting</b>	Director – Mr A Skea 021 761 6999
<b>Doctor Jassiem Practice</b>	Wilma Brock 021 701 5873
<b>Maverick Trading</b>	Mr G Kensly 073 517 7259