

CURRICULUM VITAE

OF

ESMERALDA RACEL

JAPHTA

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Personal Information

Full Names:	Esmeralda Racel
Surname:	Japhta
ID Number:	900502022087081
Date of Birth:	02 May 1990
Gender:	Female
Marital Status:	Single
Nationality:	South African
Religion:	Christian
Dependents:	Two
Health:	Excellent
Criminal Offence:	None
Home Language:	Afrikaans
Other Language:	English
Residential Address:	119 Carl Davies Avenue Eersterust Pretoria 0022
Postal Address:	Same as above
Contact Number:	072 0993199 or (012) 8065004
Hobbies	Cooking ,Reading and socializing

ACADAMIC HISTORY

SECONDARY EDUCATION:

Subjects Passed: Afrikaans
English
Business Economics
Computer Typing
Biology
Accounting

Name of School Eersterust Secondary High School

Highest Standard Passed Grade 10

CURRENT EMPLOYMENT

P Q STATIONARY

Position Cashier

Date 2009-02-03 till date

Duties

- Scan goods on computer.
- Help the customer with all necessary Stationary.
- Order Stationery.
- Packaging of stationery on shelves.
- Make photocopies for deliveries.
- Do stock tacking .

Period: January 2008 (currently still employed)

Contact Person: An' elle Claasen
Manager(PNA Stationary)
012 810 0095
084 247 0247 .

REFERENCES

Mrs Debra Lucinda Marais
(012) 3031048

Mrs Doykie Magardie
(012) 8067632

MOTIVATION

I am proactive ,innovation, self starter, go-getter, ambitions, easy to get along with other people, good communicator ,paying attention to details and work well under pressure and willing to work overtime if and when requested. I am also very neat and punctual.

I would really appreciate it if my Curriculum Vitae can be considered for the applied position within your company.