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| **Personal Details** |

Title: Miss

Name(s): Ziyanda Aurelia Ladybright

ID No: 89080575084

Gender: Female

Marital Status: Single

Nationality: South African

Language(s): English, Zulu & Xhosa

Licence: Code 8

Health: Excellent

Criminal Record: None

Other: Willing to relocate

**Objectives**

Looking for a challenging career, where there is a scope of demonstration, Always on the lookout for positive and bigger outlook, Sets levels and standards that exceed expectations, My goal is to be at the top. Teamwork & dedication are the driving forces towards my success. My mind set is equal to a job well done.

**Skills**

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| Computer Literacy(Intermediate)  Additional skills:   * Interpersonal skills, Attention to detail, Customer responsiveness, Assertiveness and outspoken, Ability to work under pressure, Problem solving skills, Numeric and good acumen, Leadership skills, Established planning and organizational skills.   **Education** |

SASTRI PARK SECONDARY

Durban, ZN, South Africa 2007

**Grade 12, Senior Certificate**

Main Subjects passed:

* English, Afrikaans, Accounting, Computer Studies, Biology , Mathematics

INTEC

Durban, ZN, South Africa 2012

**Diploma : Currently Studying, Paralegal Studies.**

**Main subjects passed are:**

* Introduction to South African Law
* Business and Office Admin 1
* Business Communication
* Debt Collecting
* Property Law and Conveyancing
* Criminal Law and Procedure
* Civil Litigation

**Main subjects pending are:**

* Accounting and Finance

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| **Work History** |

VENNS ATTORNEYS July 2012-To date

**Receptionist / Secretary**

Key performance Areas: Office Administrator

* Check all documents incoming and outgoing off prior to upload and signing
* Check all required documents submitted by clients, are current and valid
* Follow up calls made to clients to provide an update on status of request
* Conclusion of action after all documents have been submitted and verified
* Manage office maintenance
* Order stationery and anything needed at the office
* Make sure all payments are made eg: rent, disbuisments
* Manage petty cash box

Key performance Areas: Branch Daily reporting

* Provide a daily report on all matters worked on a daily basis, including the progress status.
* Supply sufficient information relevant to each specific department.
* Ensure that all interaction on spread sheet are recorded
* Pull diarised files and file them back
* Typing up legal documents
* Making appointments with clients
* Welcoming walk in clients
* Answering questions for visitors
* Answering phone calls and direct to the appropriate individual
* Sort and distribute incoming mails, deliveries, faxes and parcels
* Fax/e - mail relevant documents as requested by customers and documents that are required to be concluded.

Key performance Areas: Effective teamwork and self –management

* Consistently manage own priorities so as to achieve all deliverables
* Follow any lawful and reasonable instruction from the manager and adhere to policies and procedures
* Act as part of the team and always assist other members of the team to achieve common goals
* Consistently live and be an example of the Company values.
* Adherence to the fraud policy, departmental Fraud Response Plan (FRP) and associated policies and procedures.

Key performance Areas: Quality management

* Attention to detail (Spelling, Figures, Client particulars and File descriptions)
* Concluded all checks as per process Checklist
* Ensure all required documents submitted by clients, are Current and Valid
* Ensure all documents are signed by Customer and relevant departments
* Follow-up to be made regarding the upload of concluded documentation for Audit purposes

NINE WEST Aug 2008 –Nov 2010

**Stylist and Third key holder**

* Advising customers on the latest trends and styles
* Recommending certain styles and making orders for them to arrive at our store
* Replenishing clothing sold on the floor
* Keeping the store neat and tidy at all times
* Embracing the brand as a lifestyle not just a job
* Cashing up

JENNI BUTTON

**Stylist**

* Responsible for advising clients on clothing and sourcing sizes and styles for them.

TRIBE PROMOTIONS

**Brand Ambassador**

* Do registration at different events for a number of brands
* Collection and selling of tickets
* Assist in making sure the event is a success

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| **Interests** |

Amongst other things:

* I love spending time with my family, the outdoors and just enjoying the beauty of nature.
* At home I love watching reality shows e.g.; News, National geographic & Home channel.
* I also love watching cartoons with the kids… I know I said it.

**References**

**VENNS ATTORNEYS**

Vourn Lombard – Human Resource Manager 031 303 7577

Hiresen Govender – Former Durban Branch Manager 033 355 3100/ 082 562 4305

**NINE WEST GATEWAY**

Sylvia Chetty – Assistant Manager 031 566 3055 / 074 191 0261

**JENNI BUTTON BOUTIQUE**

Elisha Govender – Store Manager 031 566 3717

Maryke Geyser– Former Branch Manager 083 375 2044

**TRIBE BRAND AMBASSADOR**

Shale Mobida – Brand Manager 083 792 4382