

***CURRICULUM VITAE***

***OF***

***NOLEEN MANUEL***

***PERSONAL DETAILS***

SURNAME : MANUEL

NAME : NOLEEN

GENDER : FEMALE

DATE OF BIRTH : 23RD JUNE 1981

NATIONALITY : SOUTH AFRICAN

IDENTITY NO : 810623 0264 084

HOME LANGUAGE : ENGLISH

MARITAL STATUS : SINGLE

DEPENDANTS : NONE

CONTACT NUMBERS : 079 456 5990

EMAIL : [noleenmanuel35@gmail.com](mailto:noleenmanuel35@gmail.com)

PHYSICAL ADDRESS : 110 HIGHLANDS RD

KENSINGTON

JOHANNESBURG

2091

CRIMINAL RECORD : NONE

HOBBIES : HOCKEY AND SWIMMING

***EDUCATIONAL HISTORY***

LAST SCHOOL ATTENDED : SPARKS ESTATE SENIOR

(DURBAN)

GRADE : GRADE 12

SUBJECTS : ENGLISH

AFRIKAANS

BUSINESS ECONOMICS

BIOLOGY

HISTORY

GEOGRAPHY

COMPUTER LITERACY : MS WORD

MS EXCEL

MS POWERPOINT

MS OUTLOOK

PASTAL

SAP

JEWEL TECH

DOLFIN

***EMPLOYMENT HISTORY***

NAME OF COMPANY : CAPITAL AUTO WORLD (CAR DEALERSHIP)

DATE OF EMPLOYMENT : 07TH MAY 2019 TO 31ST AUGUST 2019

POSITION HELD : CUSTOMER SERVICE MANAGER

DUTIES :meet & greet clientele, assistance on switchboard functions, booking in vehicles for services, assistance with leads on sales, follow up with potential clients, assistance with the delivery of vehicles and paperwork

BUILIDNG GOOD CUSTOMER RELATIONS

STAFF RECRUITMENT & APPRAISALS

ARRANGING STAFF MEETINGS

TRAINING & DEVELOPMENT

HANADLING COMPLAINTS & QUERY

SORTING SECURITY ISSUES

FINANCIAL RESPONSIBILITIES

ORGANISING PROMOTIONAL EVENTS

MONITORING OF STAFF

***REFERENCES***

CONTACT PERSON : CANDICE LAYDE- 011 312 0259

079 947 4790

NAME OF COMPANY : TOYS R US

DATE OF EMPLOYMENT : 14 JUNE 2018 TO 04TH MAY 2019

POSITION HELD : ASSISTANT STORE MANAGER

DUTIES

MANAGING THE RECEIVING PROCESS

COMPLETING ADJUSTMENTS

SUPERVISING STAFF.

ASSISTING IN CASH UP

OPENING AND CLOSING OF STORE

supervising refunds and exchanges

dispatch of stock and damages

merchandising stock on floor

assisting in stock take process

assisting with h.r – leave and overtime submissions

assisting with price changes

***REFERENCES***

CONTACT PERSON : MARIAAN- 082 809 3759

NAME OF COMPANY : JADE JEWELLERS

DATE OF EMPLOYMENT : 1 APR 2017 TO – 8 JUNE 2018

POSITION HELD : ASSISTANT MANAGER

DUTIES MAKING SURE THE SHOP

FLOOR RUNS SMOOTHLY

MEET THE STORE'S MONTHLY TARGETS AND HANDLE BUDGETS

[RECRUIT AND TRAIN STAFF](https://www.totaljobs.com/careers-advice/job-profile/HR-jobs/hr-industry-job-descriptions)

DEAL WITH ANY ENQUIRIES AND COMPLAINTS AND MONITOR CUSTOMER SERVICE

SERVE CUSTOMERS AS NEEDED

PUT TOGETHER THE ROTAS AND SHIFTS

CHECK THAT THE PRODUCTS YOU SELL ARE [WELL DISPLAYED](https://www.totaljobs.com/careers-advice/job-profile/retail-jobs/merchandiser-job-description)

MANAGING DELIVERIES

MAKING SURE THAT ALL JEWELLERY AND WATCH REPAIRS ARE SENT OUT TO THE RELEVANT SUPPLIERS.

DOING QUOTES AND VALIDATION FOR CUSTOMERS.

DOING FOLLOW UPS ON ORDERS AND REPAIRS FOR CUSTOMERS.

MAKING SURE THAT WE ARE ORDERING THE RIGHT STOCK AS WELL.

MERCHANDISING STOCK IS DISPLAYED CORRECTLY.

MAKING SURE THERE’S ENOUGH COVERAGE OF STAFF.

MAKING SURE THAT ALL JEWELLERY IS CLEAN.

WORKING ON TILL (POS)

OPENING AND CLOSING OF STORE

SIGNING FOR ALL STOCK AND REPAIRS THAT COMES VIA COURIER SERVICE (RAM )

MAKING SURE THAT STOCK TAKE IS DONE ON A REGULAR BASIS.

MAKING SURE THAT STOCK COUNT IS DONE EVERYDAY.

***REFERENCES***

CONTACT PERSON : NALEDI 072 363 6636

NAME OF COMPANY : STUTTAFORDS

DATE OF EMPLOYMENT : NOV 2007 TO – 13 NOV 2016

POSITION HELD : COUNTER MANAGER

DUTIES : FACIALS,

MAKE OVERS

SALES

POINT OF SALES

TRACKING /ACHIEVING TARGETS

TRAINING BEAUTY ADVISORS

GENERAL ADMIN DUTIES

IN STORE ACTIVATIONS

CUSTOMER SERVICES

MOTIVATION OF COUNTER STAFF

ORDERING STOCK

MAINTAINING STORE AND BRAND STANDARDS

STOCK TAKES

-PREPARATION

-BINNING

-SCANNING AND SECOUND CHECKS

-ASSISTING ALL BRANDS TO

COMPLETE STOCK TAKE IN TIME

COSMETICS SUPERVISOR

-MANAGING DEPARTMENT IN THE ABSENCE OF MANAGER

-TILL VOIDS/OVER RIDES

-ASSISTING WITH CUSTOMER QUERIES/COMPLAINTS

-ENSURING ADEQUATE STAFF COVERAGE IN THE DEPARTMENT

-TEA AND LUNCH ROSTER MANAGEMENT

***REFERENCE***

CONTACT PERSON: STACY WILLIS 0818261163

NAME OF COMPANY *:* SYNTELL IMAGING

POSITION HELD : (QC) QUALITY CONTROL AND

: DATA CAPTURING

CLEAN UP OF SPOTS FINES

: CAPTURING RE-ISSUES

: DATA CAPTURING

* CLIPPING PREPROCESS
* INDEXING 1
* INDEXING 2

: QUALITY CONTROL PROCESS

DATE : 15TH DECEMBER 29th JUNE 2007

***REFERENCES***

CONTACT PERSON : MS. ANTONNETTE / TONY

CONTACT NUMBERS : (011) 262 6189

NAME OF COMPANY *:* DICOLL ELECTRONICS

POSITION HELD : CALL CENTRE AGENT

DUTIES : LOGGING OF CALLS

DISPATCHING ONSITE ENGINEERS

DEALING WITH BOOKING OF

PARTS

DEALING WITH DIFFERENT CALL

CENTRES BY MAKING SURE PARTS

AVAILABLE

MAKING SURE PARTS ARE SEND TO

THE RELEVANT PEOPLE LIKE

STORES (DHL)

DATE : 25TH JULY 2006 -31ST OCTOBER 2006

REASON FOR LEAVING : CONTRACT ENDED

***REFERENCE***

CONTACT PERSON : MS. LEE-ANN GAFFNEY

CONTACT NUMBER : (011) 314 0710

NAME OF COMPANY *:* HEIDELBERG GRAPHICS

POSITION HELD : INVOICE CLERK

DUTIES : DATA CAPTURING

FILING

INVOICING

DATE : 9TH NOV 2005-30TH MARCH 2006

REASON FOR LEAVING : TEMP ASSIGNMENT

***REFERENCE***

CONTACT PERSON : MS. ANNE HOOK

CONTACT NUMBER : (011) 233-0525

NAME OF COMPANY : GAUTENG SHARED SERVICES

CENTRE

POSITION HELD : ADMIN / OFFICE ASSISTANT

DUTIES : BOOKING OF BOARD ROOMS FOR

MEETINGS

DATA CAPTURING

FILING

ASSISTING VISITORS AT

RECEPTION

GENERAL OFFICE DUTIES

ANSWERING OF TELEPHONES

DATE : 3RD OCT 2005-7TH NOV 2005

REASON FOR LEAVING : TEMP ASSIGMENT

***REFERENCE***

CONTACT PERSON : MS. MAPONTSO MOPELI

CONTACT NUMBER : (011) 689 8306

NAME OF COMPANY *:* TOYOTA-CUSTOMER DEALER

SERVICES

POSITION HELD : CUSTOMER CARE SERVICES

DUTIES : ENQUIRIES DEALING WITH

CLIENTS & DEALERS

DATE : APRIL 2005-JUNE 2005

REASON FOR LEAVING : TEMP ASSIGMENTS

***REFERENCES***

CONTACT PERSON : MS. KARIENA VISSER

CONTACT NUMBER : (011) 809 2166

NAME OF COMPANY *:* WALTONS STATIONERY

POSITION HELD : RETAIL ASSISTANT

DUTIES : CASHING

BANKING

FILING

DATE : NOV 2004-APRIL 2005

REASON FOR LEAVING : TEMP ASSIGMENT

***REFERENCES***

CONTACT PERSON : RUWAYDA ROBERTS

NUMBER : 011 447 6174

NAME OF COMPANY *:* BUREAU VERITAS

POSITION HELD : ADMIN CLERK

DUTIES : DATA CAPTURING & ADMIN

ASSISTANT

HANDLING INBOUND &

OUTBOUND CALLS

ASSISTING WITH FILING

ISSUING CERTIFICATES

DATA : NOV 2003-MAY 2004

REASON FOR LEAVING : TEMP ASSIGMENT

***REFERENCES***

CONTACT PERSON : MS. CHANTEL

CONTACT NUMBER : (011) 883 6994

NAME OF COMPANY : SHIELD BUYING & DISTRIBUTORS

POSITION HELD : CLAIMS CLERK

DUTIES : RECLAIMING OF CLAIMS

DATA CAPTURING ON EXCEL

FILING

DATES : SEP 2003-OCT 2003

REFERENCE : SANDRA 011 462 6328

REASON FOR LEAVING : TEMP ASSIGMENT

NAME OF COMPANY *:* DISCHEM

POSITION HELD : RECEPTIONIST

DUTIES : CUSTOMER LIAISION

SCREENING & BOOKING CALLS

GENERAL OFFICE DUTIES

DATES : NOV 2002-MARCH 2003

REASON FOR LEAVING : TEMP ASSIGMENT

***REFERENCES***

CONTACT PERSON : MR. V. CORREIRA

CONTACT NUMBER : (011) 907 4483

NAME OF COMPANY : SOUTH AFRICAN POLICE

SERVICE (DBN)

POSITION HELD : ADMINISTRATION CLERK

DUTIES : RECEPTIONIST (SWITCHBOARD)

HANDLING OF REGISTERS

COMPILING OF LEGAL

DOCUMENTS

HANDLING DAILY

CORRESPONDENCE & QUERIES

ASSISTING OTHER SAPS MEMBERS

WITH MINOR DUTIES

DATE : FEB 2001-OCT 2002

REASON FOR LEAVING : RELOCATED TO JOHANNESBURG

***REFERENCE***

CONTACT PERSON : CAPTAIN K PILLAY

CONTACT NUMBER : (031) 451 4319