

CURRICULUM VITAE
OF
JULIYA VAN WYK



- Arranging presentations and promotions.
- Co-ordinate surface contact.
- Presentation kits
- Collecting and distributing weekly Activity reports.
- Contact sheets and account files are continuously updated and maintained.
- Stationary orders are processed.
- The office is always tidy.
- Brochures must be supplied daily to information counter at reception / Display stands.
- In depth product knowledge is apparent and sales information is continuously updated.
- The filing system is neat and operates efficiently at all times.
- Messages are taken accurately in message book at all times.

Period: Started April 2012 and currently still employed.

Reference: Raymond Kodisang-Deputy General Manager, 081 364 0804

Reason for leaving: For personal growth and especially career growth as well.

Company: American Swiss (Wernhill)

Position: Casual Worker

Duties: Assisting customers, administration work, cashier and counting of stock.

Period: February - August 2009

Reference: Lucinda Feris 061 249 384

Reason for leaving: It was a temporary position during my studies.

Company: Ackermans (Wernhill)

Position: Casual Worker

Duties: Assisting customers, administration work, cashier and counting of stock.

Period: March – August 2008

Reference: Manie van Wyk 061 239 431

Reason for leaving: It was a temporary position during my studies and saw better a better opportunity elsewhere.

Company: Due South (Maerua Mall)

Position: Casual Worker

Duties: Assisting customers, administration work, cashier and counting of stock.

Period: November - December 2007

Reference: Summer 061 124 1252

Reason for leaving: It was a holiday casual work.

Personal Details:

Address : xxxxxxxx
Date of Birth : 27th September 1986
Gender : Female
Marital Status : Single
Language Known : Hindi, English
Nationality : Indian

Date:

Place:

Signature