

CURRICULUM VITAE OF KASHMEERA NAIDOO

ADDRESS & CONTACT DETAILS

305 Boulders,
4 Spine Boulevard,
Conradie Park,
Pinelands,
Cape Town

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Email Address : kashmeerawaghmarae@gmail.com

PERSONAL INFORMATION

Name	:	Kashmeera
Surname	:	Naidoo
Identity Number	:	9706230205083
Date Of Birth	:	1997/06/23
Driver's License	:	Code 8
Nationality	:	South African
Gender	:	Female
Home Language	:	English
Other Languages	:	Afrikaans
Health Status	:	Excellent
Marital Status	:	Married
Criminal Record	:	None

ABOUT MYSELF

I am ambitious, hardworking, honest and a trustworthy person. I am also meticulous when it comes to work.

I am a fast learner. I am always eager to gain knowledge and experience. I am also very sociable and enjoy working with people. I am able to work under pressure and I have good administrative and organizational skills.

I have been in the Motor Industry since 2017. I have an interest in building cars, this is my hobby when I am at home. I am also learning and practicing specialized TIG Welding (Aluminum & Stainless Steel). I have also been a finalist for MISA (Motor Industry Staff Association) Women Of The Year Award for the Northern/Highveld Region for 2022. I have a good knowledge of the automotive industry regarding parts, ordering, stock taking, office admin as well as creditors and debtors.

EDUCATION

School Attended : Willowmoore High School

Grade Obtained & Year : Matric - 2014

Subjects : English

Afrikaans

Life Orientation

Mathematics

Business Studies

Life Sciences

Geography

School Attended : Taalnet Group Of Schools

Grade Obtained & Year : Mechanical Engineering N1 - 2020

Subjects : Mathematics

Engineering Drawing

Engineering Science

Motor Trade Theory

WORK EXPERIENCE

Name of company :

SUMP PTY (LTD) – Springbok Used Motor Parts

Position : Admin Clerk, Accounts

Period : 01 August 2017 to present

Duties :

- Debtors : Accounts on Sage One
- Creditors : Reconciliation of invoices for account payments. Email remittance to suppliers
- Resolve queries with suppliers
- Filing of all creditor's payments
- General office admin
- Capturing new spares onto the system (data capturing) and printing labels for stock
- Problem-solving and sorting out stock issues on the system and physically
- Capturing cars that have been purchased onto the system
- Use of online systems (Sage One, Intrack&Regtrack,etc)
- Ordering stock & Receiving stock in the warehouse (Automotive Parts)
- Frequent stock takes
- Assist rebuilds salesmen with keys
- Customer service

References :

Merle (HR) – 011 811 1968 / 082 921 7031

Name of company : Hirsch's Homestore (Brakpan)

Position : Service and Spares Manager

Period : 17 October 2016 – 31 July 2017

Duties :

- Customer Service
- Take in units for repairs (send to suppliers for repair)
- Sell spares for appliances
- Assist customers with buying once-off purchase spares (oven racks, stove dials, freezer shelves, etc.)
- Assist stock controllers with stock movement
- Capture spares stock onto system(Linex)
- Send technicians from suppliers out to customers experiencing trouble with their units
- System train new employees
- Trained to take cash and do admin duties

References : (managers)

Donovan (branch manager) : 0795458400

Kresen (assistant manager) : 0847674009

Name of company : Lenny's Electrical
Position : Administrator
Period : 15 February 2016 – 10 October 2016

Duties :

- Managed debtors-captured payments made
- Followed up on short payments
- Cold-called debtors that haven't paid.
- Managed receipt book
- Creditors: captured invoices and spares used on individual client's accounts
- Receipted payments made
- Did reversals, credit notes, and purchase orders
- Allocating payments from bank statements, drafting statements for creditors
- Accurately capture invoices as well as check and match invoices according to order database
- Reconcile creditor's accounts every month to make sure accounts are correctly balanced
- Sending remittance advice to suppliers after payments have been made
- Ensure payments are allocated to the correct debtors

Reference : Lenny Naidoo
(Tel) +27 72 123 3667

Name of company : Nuts About Snacks And Exotic Spices
Position : Shop assistant
Period : 23 May 2015 – 3 February 2016 (Monday - Saturday)

Duties :

- Manage the till
- Always make sure the shelves aren't empty
- Promote a positive working environment
- Always treat customers with respect
- Promote products
- Understanding the products in store
- Holding the fort while the boss steps out
- Packing products

References : Rajesh Gopal
(Tel) 083 602 6889
Bhugie Gopal
(Tel) 072 252 8870
Email : nutsaboutsnaacks@telkomsa.net

Name of company : New Era Agency
Position : Brand Ambassador
Period : 28 November 2014 – January 2015

Duties :

- Inviting customers to try new Manhattan sweets for data capturing purposes and to market the new range of sweets.

Period : 31 May 2014 – 27 June 2014

Duties :

- Promoting P&G products to customers (pantene, nice 'n easy , koleston)

Period : 22 November 2013 – 15 December 2013

Duties :

- Promoting P&G products to customers (head&shoulders, pantene, nice 'n easy, koleston)
- Handing out gifts to customers who purchased products

References : Preshni Moodley
(Tel) 079 797 4990
Email : preshnim@newera.agency

Jared Chellen
(Tel) 074 846 0024
Email : jaredc@newera.agency

Name of company : NN Auto Modz
Position : Social Media Marketing
Period : January 2019 to present

Duties :

- Maintaining Social Media
- Respond to comments
- Arrange meetings with potential clients
- Promote services
- Create trending content (tiktok – nnautomodzgp)

References : Nishal Naidoo
Cell no. : 065 836 2978