## CURRICULUM VITAE OF JULIYA VAN WYK



## FOLLOWING SUBJECTS I HAVE COMPLETED AT POLYTECHNIC OF XXXXX:

FISRT YEAR: Mathematics Communication Skills

Business Management Marketing Principles

Marketing & Its Environment Introduction to Human Resources

Psychology of Human Resources Business Accounting 1b

Business Accounting 1a

**SECOND YEAR:** Economics 1a Economics 1b

Service Marketing Sales Operations & Management

Principles of Selling Professional Writing

Principles of Information Systems1a

## **CURRENTLY DOING THE FOLLOWING SUBJECTS:**

Business Ethics Consumer & Organizational Behavior

International Marketing Management Business Finance

Business Statistics 1b

Computer User Skills Professional Communication

**Customer Care Management** 

## **WORK EXPERIENCE:**

**Company:** Legacy, Windhoek Country Club Resort

**Position:** Sales Coordinator

**<u>Duties:</u>** My duties include the following:

- All enquiries and processed with the intention of "closing the deal".
- All reservations, amendments, cancellations are processed accurately and in writing.
- E-mail database. (Continually updated)
- Setting up appointments.

- 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.

**<u>Period:</u>** 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

<u>Duties:</u> 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 **<u>Duties:</u>** 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 XXXXXX 27<sup>th</sup> September 1986 Date of Birth Gender Female Marital Status Single

Hindi, English

Signature

Indian

Language Known :

Nationality

Date:

Place: