



Miss Stephanie Price

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☎ 0658093575

◆ Cape town, Western Cape

LinkedIn · Facebook

PROFILE

I am a goal driven individual and I work well under pressure. I consider myself to be an outgoing and friendly person who loves being in the company of others. I am always punctual and well-groomed because I take pride in my appearance. I am not afraid to learn new things and skills in a working environment and will work to the best of my abilities to achieve what is required of me. I respond well to authority. I am self-motivated and am looking for a company which will allow me to expand in skills and knowledge in that specific field.

PERSONAL DETAILS

GENDER
Female

RACE
Coloured

DATE OF BIRTH
30 Oct 1997

EDUCATION & QUALIFICATIONS

• National senior certificate

National Certificate · 2016

Achieved

• Public Management N4

[Intec College](#)

National Certificate

Enrolled

WORK EXPERIENCE

• Maintenance Admin Assistant

[Polar Ice Cream Company \(Pty\) Ltd](#)

Nov 2021 - Present

Current

Duties: • Update existing data on database • Retrieve data from the database or electronic files as requested • Filing paperwork after entering data to ensure it is not lost • Ordering of stock for teams • Create manual purchase orders on Excel • Allocate job cards to respective artisans • Capturing of job cards • Liaising with production supervisors regarding maintenance work to be done • Source new contractors and suppliers • Liaising with contractors regarding work to be done

• Data Capturer/Scheduler

[Elex Khanyisa](#)

Apr 2019 - Feb 2021

Duties: • Capturing of job cards on Excel • Receiving and sending parcels • Order stock for teams • Update existing data • Verify data by comparing it to source documents • Retrieve data from the database or electronic files as requested • Filing paperwork after entering data to ensure it is not lost • Capturing of timesheets • Populating of project costing spreadsheet • Creating quotations on Pastel • Creating invoices on Pastel • Liaising with City of Cape Town Super Intendant's • Intermediate admin (MS word, MS excel and MS outlook)

• Sales Associate

Fossil Accessories (Pty) Ltd

Apr 2017 - Oct 2017

Duties: • Maintaining Cash float in register (Cashier) • Merchandising • Filing of receipts • Dealing with customer queries and complaints • Liaising with head office • Greeting customers who enter the store • Keeping the store tidy and clean • Signing of documents • Receiving and sending parcels • Giving advice and guidance on product selection to customers • Balancing cash register with receipts • Basic admin (MS word, MS excel and MS outlook)

SKILLS

Administrative	●●●●●
Updating Files	●●●●●
Computer	●●●●●
Microsoft Office	●●●●●
Teamwork	●●●●●
Adaptable	●●●●●
Learning	●●●●●

LANGUAGES

English	●●●●●
Afrikaans	●●●●●

PERSONAL TRAITS

- Ambitious
- Approachable
- Friendly
- Punctual

HOBBIES & INTERESTS

- Singing
- Crossword puzzles
- Football
- Socialising

REFERENCES

Mishkah Martin

Store Manager - Fossil Accessories
☎ 0786495511

Anton Jeftha

Project Manager - Elex Khanyisa
☎ 0217040098
✉ ajeftha@elexkhanyisa.com

Pearl Aanhuizen

Human Resource Manager - Elex Khanyisa
☎ 0217040098
✉ pearl@elexkhanyisa.com

Milo Mohamed

General Manager - Polar Ice Cream Company
☎ 0215351156
✉ milo@polaricecream.co.za

Walter Bastiaan

Maintenance Manager - Polar Ice Cream Company
☎ 0215351156
✉ walter@polaricecream.co.za

COVER LETTER

Dear Hiring Manager,

Thank you for the opportunity to apply for this role at your company. After reviewing your job description, it's clear that you are looking for a candidate that is familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations. I am a detail-oriented professional who has been consistently praised as quality-oriented by my co-

workers and management. Over the course of my 2 year career, I've developed a skill set directly relevant to the role you are hiring for, including data entry, customer service and records management. Overall, I have consistently demonstrated planning, management and research abilities in every aspect of my Data Capturer/Scheduler role at Elex Khanyisa and my Maintenance Admin Assistant role at Polar Ice Cream, and I invite you to review my detailed achievements in the attached CV.

After reviewing my CV, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities benefit your organization.

Thank you for your consideration, I hope to hear from you soon