



28 Jacaranda Street
Brackenfell, Cape Town
0713705027
Keesha.heling7@gmail.com
0310080843082

Keesha Heling

To whom it may concern

I am a young and enthusiastic individual with a great willingness to learn in all industries. I give my best in all I do and hope for the opportunity to prove myself. I have knowledge of excel word and sage pastel.

I am well organized and can work comfortably on my own as well as with a team.

Bar Staff - Thousand Hills Pub & Hotel

Weekends & Holiday Shift
21/04/2021-02/08/2021

I enjoyed working at the establishment as I learned how to deal with many characteristics of customers and helped me to create the personality for future hospitality events.

My duties included.

- Getting beverages for customers
- Handling of cash and cards
- Stock takes of consumables.
- End of shift cash up

Contact: Les-0834535061

Aftercare Assistant - Kuswag Nasorg School

Afternoon assistant
20/05/2021-05/08/2021

As I do enjoy working with children, I took the opportunity to be an aftercare assistant to gain more knowledge and experience.

My duties included.

- Assisting the children of different ages with their homework
- Assisting the younger children with activities and game play
- Making sure all children were accounted for.

Contact: Barbie-0746277756

Lodge Assistant – Squirrels Nest Lodge

Assisting in multiple duties
04/12/2021-04/02/2022

I wanted an opportunity to experience more of the hospitality side and took on multiple duties.

My duties included.

- Kitchen porting and cleaning
- Room attendant
- Customer assistance at the restaurant on site
- Front of house greeting and assistance

Contact: Nico - 0829344421

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Extra Mile Auto Electrical

Assisting in multiple duties
15/02/2022 – 31/03/2023

Enjoyed working at EMAE,
learned a lot about the admin
side and the technical part.

My duties included.

- Buyer/Admin Assistant
- Customer reports
- Car booking, preform 101 checks on vehicle, prepare documents for technicians.
- Customer Hunting- Cellular rep
- Advertising
- Customer complaints.
- Capturing stock on Sage, purchase schedules and their tags
- Assisting with any office relating tasks

Contact – Chandre Du Toit
079 958 0205
076 857 4045

Wozani Berg Gasoline

Temp

My duties included.

- IVMS Wozani/Real Energy
- Purchase orders
- Data capture and invoicing
- Reconciliation
- Communicate with suppliers via email.
- Adhoc duties

Contact – Cheldene Bone
063 534 9851

Contact – Kavisha Davis
082 487 2581

Kanquip

Permanent

Resign 30 Nov
24, Move to
Cape Town

My duties included.

- Chasing for requisitions from technicians
- Issuing purchase orders
- Requesting invoices from suppliers
- Attaching all relevant documents to job cards to forward for capturing.
- Ensuring all job cards have order numbers from customer.
- Scanning all completed job cards to IVMS
- Batching all Service job card to hand to Pieter
- Batching all job cards after they've been scanned ready to send to document warehouse.

Contact – Cheldene Bone
063 534 9851

TEFL Academy

Diploma – Teaching English as
a foreign language.

Creativity

8/10

Kuswag Hoerskool

Grade 12 2021

Afrikaans (First Language)

English (First Additional
Language)

Math Literacy

Life Orientation

Leadership

7/10

Hospitality

Tourism

History

9/10

Problem Solving

