

# GERALDINE ROOPNARRAIN

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## CONTACT

Cell:  
084 379 9182  
Email:  
geraldin3r@gmail.com

## PERSONAL PARTICULARS

Address:  
61 Mullein Place  
Asherville, Durban,  
4091.

Date of Birth:  
28 November 1996

Nationality:  
South African

Race: Indian

Gender: Female

Marital Status: Single

Languages: English  
(Excellent- Spoken & Written)

RSA Drivers Licence: Code 8

Criminal Record: None

## INTRODUCTION

I am a hardworking self motivated individual who can work on my own initiative or as part of a team, quick learner, flexible and committed. I hold a cheerful disposition and I am able to deal with difficult situations in a calm manner while working effectively under pressure.

i wish to work in a challenging work environment, that will fully utilise my people skills.

## PROFESSIONAL SKILLS

- Customer Service
  - Administration
  - Work Under Pressure
  - Management Skills
  - Computer Proficient in Microsoft Office & Pastel
  - Communication & a Creative Spirit
  - Reliable and Professional
  - Highly Organized
  - Time Management & a Team Player
  - Fast Learner who is Motivated and Hardworking
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## EDUCATION

### TERTIARY LEVEL

UNISA - Currently enrolled for study. Second Semester. 2018.

### SECONDARY LEVEL

Matriculated: Centenary Secondary School. 2014.

Subjects:

Mathematics Literacy

History

Dramatic Arts

Biology

English

Afrikaans

Life Orientation.

## PERSONAL SKILLS

- Multitasking
- Bubbly Personality
- Organised
- Go Getter
- Reliable
- Attention to Detail

## REFERENCES

### Zaid Kharsany

Euro D.I.Y - Administration  
Office Manager

Tel: 084 681 4715

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### Asif Abdoola

Sunnyfield Group of  
Companies.

Tel: 031 201 7089

## WORK EXPERIENCE

### INVOICING ADMINISTRATIVE CLERK EURO DIY (PTY) LTD - HARDWARE DISTRIBUTION COMPANY

Durban | February 2019 - Current

- Generating all invoicing that gets dispatched from the company.
  - Setting of Drivers Delivery Note Boxes.
  - Assuring all documents are set for Dispatching/Loading.
  - Assist in resolving customer complaints and queries regarding invoicing /orders.
  - Updating excel trip sheets ensuring all approved orders are captured continuously for Logistics and Distribution.
  - Administrative Duties working with Figures/Formula's on Excel.(Data Capturing, Purchase Orders, Telephone Etiquette, Filing, Photocopying, Emailing, Printing Labels, Faxing, Microsoft Office & Pastel.
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### DEBTORS CLERK SUNNYFIELD GROUP OF COMPANIES

Durban | May 2016 - March 2018

- Generating Data sheets for all customers claims, promotions and rebates on Microsoft Excel.
- Processing of accounts receivable credit notes and generating invoices on Pastel Evolution
- Maintaining a hard copy filing system of POD's , Credit Notes, Batch Sheets, Deposit Slips, etc.
- Ensuring all statements, credit notes, invoices and any other correspondence are delivered to customers.
- Handling various customer queries and complaints.
- Capturing manual cash sale slips on to Excel and ensuring its balances to the petty cash deposits.
- Monthly downloading and batching of all Shoprite claims.
- Switchboard an Reception Relief.
- Handling of various Adhoc administrative tasks,