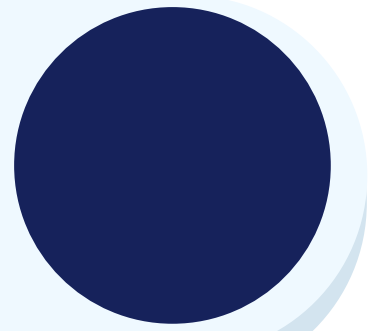


The background of the entire page is a photograph of several jellyfish swimming in clear blue water. The jellyfish are translucent with long, thin tentacles trailing behind them. One jellyfish is prominently visible in the upper left, another in the upper right, and a larger one is partially obscured by the text in the center. The overall color palette is a gradient of light to medium blue.

# **WASEELA EBRAHAM'S RESUME**

# WASEELA EBRAHAM

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## CAREER OVERVIEW

*I am a individual driven by sheer will to learn new things in the workplace while leveraging various skills including administration, customer service and business management. My experience includes marketing, sales, management, finance and customer service. I am highly proficient and adaptive in the workplace*

## CORE COMPETENCIES

- Business Management
- Sales and Retail
- Accounting business systems
- Communication and teamwork

## ACADEMIC HISTORY

### Welbedene Secondary School

#### MATRIC, CLASS OF 2012

- English
- Afrikaans
- Travel and Tourism
- Business studies
- Geography
- Life Orientation

### Cabin Crew Training

February 2010 [SACAA Regulations]

- Safety Emergency Procedures
- Aviation Medicine and AED
- Dangerous goods
- Slide Jumps and Ditching

## CONTACT INFO

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Address: Road 750 House, Montford  
Chatsworth, 4092

## REFERENCES

Life Store:

- Justin - 031 904 1549

Specialist Pediatrician:

- D.R Omar - 082 500 9939

Ismaels Hardware:

- Omar Akoonjee -031 401 0077

## WORK EXPERIENCE

### Payroll Administrator

FIDELITY SECURITY. | SEPTEMBER 2018 - OCTOBER 2019

- Successfully managed all aspects of payroll administration for over 600 employees across the Suncoast, Durban North and Vryheid
- Answered payroll related inquiries including insurance and other benefits
- Responsible for compiling employee financial data
- Implemented streamlined payroll processes resulting in timely and accurate reporting
- Assisted other employees at understanding payment processes
- Formulated spreadsheets and reports related to payroll transactions
- Helped the company implement a check process that minimised errors and provided efficiency
- Worked on SAP systems

### Assistant Manager

LIFE STORE. | SEPTEMBER 2016 - JANUARY 2017

- Handled product sales and returns
- Oversaw the activities of other store employees
- Formulated work schedules and division of tasks to create efficiency
- Contributed to general store planning
- Managed store opening and closing procedures
- Ran daily audits on all the store operations
- Managed store inventory and formulated plans to reaching monthly sales targets

### Sales Assistant

LIFE STORE | OCTOBER 2015 - SEPTEMBER 2016

- Facilitated onboarding of new hires
- Worked closely with the store manager to develop ways to improve customer experience
- Handled customer inquiries and concerns
- Guiding customers and providing advice on products that suit their needs
- Monitored stock levels and ensured that it supported seasonal demand and supply
- Performed various administrative tasks on microsoft programmes
- Worked with other employees to resolve customer complaints

### Receptionist

SPECIALIST PEDIATRICIAN D.R OMAR | MARCH 2015 - JULY 2015

- Managed switchboard operations and organised appointments and bookings
- Handled communication including launching and receiving calls, sms and emails
- Managed filing, printing and scanning of documents
- Data capturing and general administrative tasks
- Handled nebulizing and medical aid claims

### Administrator

ISMAILS HARDWARE | JANUARY 2015 - MARCH 2015

- Managed cash register and petty cash
- Assisted customers in their inquiries
- Data capturing and Filing
- Handled all administrative tasks