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PATRICIA
ARNOLD

Profile

I am an enthusiastic, self-motivated, reliable, responsible, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines and meet targets.

Full Name:
Patricia Sandra
Arnold.

Date of Birth:
02/03/1990.

Nationality:
South African.

Driver License:
Code B.

Languages:
Fluent in English
and Afrikaans.

Marital Status:
Married.

EXPERIENCE

August 2022 – Present

Compliance Officer

City of Cape Town • Civic Centre • Hertzog Boulevard, Cape Town.

- * Logistical and admin support.
- * Evaluating of trader compliance with permits and concession letters.
- * Relationship management with traders.
- * Debt management support.
- * Research support and query resolution.

October 2015 – April 2022

Senior Financial Advisor

Old Mutual • Mutual Park • Pinelands, Cape Town.

- * Logistical and admin support.
- * Evaluating trader compliance with permits and concession letters.
- * Relationship management with traders.
- * Debt management support.
- * Research support and query resolution.

August 2015 – August 2015

Receptionist

Sonnendal Dairies • Mutualpark • Athlone, Cape Town.

- * First point of communication (Telephonic, email and fax).
- * Responsible for organising, filling and storage.
- * Responsible for making courier and delivery arrangements.
- * Making transport arrangements for flights, hotels, and transport.
- * General administration duties.

January 2012 – February 2013

Tellumat

Tellumat • Tokai • Tokai, Cape Town.

- * Production line operator.
- * Assembling of products on production line.
- * Evaluation and testing of products to meet strict standard.
- * Evaluation of end-to-end process to ensure efficiency.
- * Identifying ways to improve production line and output results.

January 2010 – January 2011

Administration Clerk

Station Café • Wynberg • Wynberg, Cape Town.

- * First point of communication (Telephonic, email and fax).
- * Query resolution and handling special requests.
- * Promotional activities.
- * Cash managing, end of day reporting and banking of cash.
- * Cash Handling Duty 2

January 2009 – March 2009

Seasonal Lifeguard

City of Cape Town • Various Beaches • Western Cape, Cape Town.

- * Beach patrolling.
- * Identifying risks before they happen to always ensure safety.
- * Ensuring safety at beaches at all times.
- * Providing support to team at all times in responding to emergencies.
- * Building relationships with beachgoers to create awareness.

EDUCATION

Secondary

Senior Certificate, Matric • Sibelius high School.

Post-Secondary

Credit Management 1 • Cape Peninsula University of Technology.

Credit Management 2 • Cape Peninsula University of Technology.

Financial Products, NQF5 • Milpark Education Centre.

FAIS Compliant. • Financial Sector Conduct Authority.

TEFL Level 5 Diploma • TEFL Academy.

KEY SKILLS AND CHARACTERISTICS

People Management Ability.

Creative Thinker with Problem Solving Abilities.

Team worker.

Quick learner.

Ability to multi-task.

Customer relationship management.

Time management and prioritizing.

Administration skills.

Lakeview Baptist Church

Voluntary teaching, preparation of teaching lesson plans, providing lessons on English grammar and providing receptive skill lessons in listening, reading and pronunciation.

REFERENCE

Name: Janice Adams

Contact number: 0849000145

Responsibility: Area Co-Ordinator