

# YORK BEESLAAR

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ID Num: 9710070119081

My intent is to work in an entry level position here I will have the opportunity to grow my skill set and working in a business environment.

## EXPERIENCE

**AUG 2018 – SEP 2018**

**VOLUNTEER/ TEACHERS ASSISTANT,** HAKUNA MATATA PRESCHOOL

Helping look after the children and to do basic teaching, as well as learning development.

**NOV 2018 – MARCH 2022**

**BOOKSELLER,** EXCLUSIVE BOOKS

Store Manager: Ravina Suknunan – 031 562 9920 (Store number)

I worked part at Exclusive Books. I handled the till and did cash up at the end of the day. I assisted customers looking for books both on the phone and in person. Helping to keep the store neat and organized, working with the computer system, contacting customers and logging in data to help make things easier for retrieval.

**JUNE 2021 – MARCH 2023**

**ADMIN ASSISTANT,** JOHN DUA ATTORNEYS

I worked as an admin assistant and receptionist at John Dua Attorneys in Pinetown. I screen calls and handle mail. I typed documents for Mr. Dua, as well as any other admin services he needs: Sorting through documents and files, creating documents, shifting through data.

## EDUCATION

**2016**

**MATRIC,** ST BARNABAS INDEPENDENT SCHOOL

Chosen Subjects: CAT, History, and Business Studies.

**2017**

**ONE YEAR BA GENERAL,** VARSITY COLLEGE

Subjects: English, Communications, Journalism, Sociology, Publishing, Media Studies and Psychology.

## **SKILLS**

- Work well under pressure.
- Friendly
- Able to work with Microsoft Office and other applications.
- Making quick decisions
- Open to learning new things.
- Pick up on new things quickly.
- Want to help people as much as I am able.

## **ACTIVITIES**

I love to learn and understand new concepts and ideas, I am very curious, I want to learn as much as I can and use it to benefit others and make life better. I am an avid reader and will read anything that I can, both for relaxation and for learning. I like to be with people and converse, building a good relationship but also good with working by myself.

I spend an evening a week with a group of friends for team building exercises, where we focus on making decisions under pressure and to solve problems. As well as to build social skills, mediation skills, preparation and planning, and experimentation and visualization skills.