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CURRICULUM VITAE OF CHARNEY FOUKX

SKILLS

Calm under pressure
Target Orientated
Self-Motivated
Great People Skills
Positive Attitude
Attention to Details
Team Player
Professional
Meticulous with attention to detail
Excellent computer skills
Sales
Sourcing business
Great Customer Service
Good Communication skills

CONTACT

PHONE:
072 336 7560

EMAIL:
Charney.foukx@gmail.com

Area: Florida, Johannesburg

HOBBIES

Swimming
Cooking and baking Reading
Charity Reserve Duty
Volunteering

EDUCATION

Crown Christian School
Grade Completed: Matric
Mathematical Literacy, English, Afrikaans,
Life-Orientation, Economics, Business
Studies and Tourism.

WORK EXPERIENCE

Anti-Aging Art
General Assistant / Personal Assistant to C.E.O
November 2021- February 2022

Administration
Answer Calls
Emails
Switchboard duty
Filing
Marketing
Sales of products
Enquiries
Customer servicing
Stock filing and price filing
Reference: Nasrin Ebrahim: 073 204 4528

Rawson Property Group Rental
Sales Agent
October 2020-September 2021

Canvass for properties
Sourcing new clients List and
Market Properties
Viewings with Clients
Documentation and credit checks for rental clients
Compliance documents for sales and rentals
Excellent Customer Service
Retaining clients
Reference: Kevin Wentzel: 079 886 8463

The Watch Channel, Sandton,
Johannesburg Head of Administration
May 2019- June 2020

Upload of stock
Enquiries
Invoices
Emails
Repair
Customer service
Reference: Nicky: 079 8934163

Arthur Kaplan Sandton City

Sales Assistant

May 2017- May 2019

Assisting

ClientsRepairs

Packing and unpacking of stock and merchandise

Stock Control

Brand Training

Contact: Chris Vosloo: 011 783 4637

UDM International

Call Centre Agent

April 2016 – May 2017

Accidental cover

Disability cover

Cold Calling

Follow-up calls

Reference: Chantal: 011 344 9000

Surtee Group South Africa

Receptionist

October 2015- January 2016

Receptionist - Office Administrator

Answering calls

Responding to emails

Preparing for meetings

Reference: Fazel Surtee: 011 884 1425

Polo Sandton

Sales Assistant

December 2014-August 2015

Sales

Sourcing customers

Invoices

Stock Control

Stock-Take

Reference: Keegan: 011 883 6126

Objectives

Experienced professional with a successful customer service environment and customer care field. Possess excellent interpersonal, analytical, and organizational skills. Ensuring customers are satisfied and seeking resolutions to any issues that may arise and ensuring that customers are retained.

