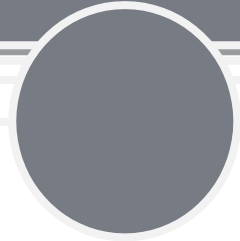




13 Jade Street, Carletonville • 0637181350 • illielowe@gmail.com



PROFESSIONAL RESUME

OF

ILDA LOWE

PERSONAL DETAILS

Full Names	Ilda Lowe
Known As	Ilda
Identity Number	970109 0365 08 5
Nationality	South African
Contact Details:	0637181350
Email Address:	illielowe@gmail.com
Location:	Carletonville, West Rand
Gender	Female
Marital Status	Single
Home Language	Afrikaans
Other Languages	English
Driver's License	Code 8
Salary Expectation	Highly negotiable
Availability	Immediately

COMPUTER LITERACY

MS Office Word
Excel
Power Point
Internet

SECONDARY EDUCATION

Last School Attended	Jan Viljoen High School
Highest Grade Passed	Matric / Grade 12
Year of Completion	2015
Subjects	<ul style="list-style-type: none">• Afrikaans• English• Mathematics Literacy• Life Orientation• Life Sciences• Business Studies• Computer Appliances Technology

TERTIARY EDUCATION

Qualification	<ul style="list-style-type: none">• Certified Personal Trainer• Specialist in Sports Nutrition Coach• Specialist in Bodybuilding Coach
Institution	ISSA International Sports Science Association
Year of Completion	2020

EMPLOYMENT HISTORY

Company Name	Podbielski Mhlambi Inc
Date of Employment	August 2022 – Current
Last Position Held	Secretary
Short Detailed Description	Here I have had very detailed experience in dealing with the Civil procedure regarding MVA Claims. I was appointed as a Secretary and gained extensive experience in diarizing, Travelling arrangements, Dictaphone typing, telephone etiquette, Indexing & Pagination, Pre-Trails, Drafting of Summons and Notices, filing time-management, correspondence.

Company Name	Tecc Oil
Date of Employment	May 2022 – August 2022
Last Position Held	Receptionist
Short Detailed Description	Here I have had very detailed experience in dealing with the answering of phone and directing calls, booking in oil samples for testing and preparing results, ordering equipment and transformer parts which technicians needed. Booking accommodation for technicians.
Reason For Leaving	Better Salary Proposal from previous employer

Company Name	Podbielski Mhlambi Inc
Date of Employment	August 2021 – May 2022
Last Position Held	Secretary
Short Detailed Description	Here I have had very detailed experience in dealing with the Civil procedure regarding MVA Claims. I was appointed as Junior litigation secretary and gained extensive experience in diarizing, Travelling arrangements, Dictaphone typing, telephone etiquette, Indexing & Pagination, Pre-Trails, Drafting of Summons and Notices, filing time-management, correspondence
Reason For Leaving	Better work opportunity

Company Name	Cultural Care Au Pair
Date of Employment	July 2018 – February 2021
Last Position Held	Au Pair
Short Detailed Description	Here I have had very detailed experience in dealing with Children. I was appointed as a live in nanny and gained extensive experience in childcare, driving to school and activities running errands for the household. Cooking dinner or packing lunch for kids
Reason For Leaving	Program ended

Company Name	Podbielski Mhlambi Attorneys
Date of Employment	July 2016 – July 2018
Last Position Held	Junior Secretary
Short Detailed Description	Here I have had very detailed experience in dealing with the Civil procedure regarding MVA Claims. I was appointed as Junior litigation secretary and gained extensive experience in diarizing, Travelling arrangements, Dictaphone typing, telephone etiquette, Indexing & Pagination, Pre-Trails, Drafting of Summons and Notices, filing time-management, correspondence
Reason For Leaving	Need financial growth and also no future room for growth

Company Name	Pure Water Carletonville
Date of Employment	February 2016 – July 2016
Last Position Held	Shop Assistant Manager
Short Detailed Description	General store duties that included, sending out quotations and generating invoices, cashier, interacting with customers, ordering stock and as well doing wages, salaries and bookkeeping.
Reason For Leaving	Better work opportunity

Company Name	Caltex Garage Carletonville
Date of Employment	School Vacation
Last Position Held	Cashier
Short Detailed Description	I was employed as a cashier but my duties included Stock taking and Stock receiving
Reason For Leaving	School Vacation ended

OBJECTIVE

I have gained a lot of experience working in different environments. I want to obtain a position at a company where I can utilize my knowledge and experience gained with the intention of securing a professional career with the opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise. I possess many skills. I have good time management, work well under pressure and give my best in any task that presents itself to me. Given the opportunity, I am confident that my experience and personal disposition would be an asset to your company. I am willing to relocate for a job opportunity

REFERENCES

Caltex Garage Carletonville	Manager – Adri Fourie	076 764 6969
Pure Water Carletonville	Owner – Johan	072 247 4297
Podbielski Mhlambi Attorneys	Owner – Grobbies / Dirk	018 786 2919
Cultural Care Au Pair	Head Office	021 422 0807
	Family Worked for - Jake	+1 312 617 8869
Tecc Oil	Owner – Johan	072 934 0421