

Curriculum Vitae Of Rupert Jacobs

Personal Details

Name:	Rupert
Surname:	Jacobs
Date of Birth:	10/11/2000
Identity Number:	0010115232083
Gender:	Male
Nationality:	South African
Marital Status:	Single
Dependents:	None
Languages:	English, Afrikaans
Health:	Excellent
Contact Number:	084 059 8734
Email Address:	Rupert.jcbsjr9@gmail.com
Physical Address:	13 Chrysler Crescent, Beacon Valley Mitchell's Plain, 7785

I am loyal, hardworking and I am committed to delivering my work to the best of my ability. I am a people's person and will take on any challenge. Problem solving is one of my strong points and I always strive to get the job done.

My hobbies and interests are sports, travelling, exercising, computer, reading, music and socializing.

Personal Attributes

- Honest and trustworthy
- Efficient and consistent
- Possess cultural awareness and sensitivity
- Leadership
- Self-motivation
- Very quick to respond to problems & solutions drive
- A Team Player
- Goal Orientated and Driven

- Resilience

Skills

- Computer Literacy: Advanced
- Good Interpersonal Skills
- Time Management
- Communication
- Decision making
- Soft skills
- Attention to detail
- Teamwork
- Problem-solving skills
- Creative and logical thinking
- Vibrant
- Adaptability
- Work ethic

Education

The TEFL Academy

Level 5 Teaching English as a Foreign Language Course (TEFL) 2023

Boston City Campus and

Hbcomm2- 1st Year Completed 2019

Business College:

University of Western Cape:

Computer Literacy 2018

RLabs :

Improvement of Employability 2018

School Attended:

Beacon Hill High School

Subjects:

English, Afrikaans, Life Science, Maths Literacy, History, Civil Construction, Life Orientation

Highest Grade:

Grade 12

Year:

2018

Employment History

Company:

Butterfly Products

Position:

Merchandiser and Promoter

Responsibilities:

- Promoting Butterfly products
- Merchandising
- Logical and creative thinking
- Support sales objectives by influencing customers to purchase products
- Deliver product knowledge to customers
- Shelf packing

Reference:

Taryn Henstock - 0827674751

Company:

Black Pearl MRJ Limited Pty

Position:

Team Leader and Runner

Responsibilities:

- Vehicle licensing
- Registration of motor vehicles
- Covered aspects of Motor Vehicle Administration
- General work

Reference:

Riedah Jacobs – 072 395 8690

Company:

Merchants SA

Position:

Customer Care Team Agent

Responsibilities:

- Customer service
- Inbound calling
- Dealt with customer queries
- Experian Campaign

Reference:

Asheeka Thebus – 084 344 3834

Company:

Black Pearl MRJ Limited Pty

Position:

Runner

Responsibilities:

- Vehicle Licensing
- Registration of motor vehicles for Dealerships such as Toyota and Volkswagen
- Covered aspects of Motor Vehicle Administration

- General Work

Reference: Riedah Jacobs - 072 395 8690

Company: Amazon Development Centre

Position: Virtual Customer Service Associate

Responsibilities:

- Inbound Calling
- Digital Support
- Dealt with customer queries
- USA Campaign

Reference: Chaste Duncan - 062 065 1157

Keelan - 083 651 0884

Personal Reference Henry Peterson – 082 777 8256

To Whom It May Concern

I'm self-motivated and goal driven. I have strong interpersonal and problem-solving skills. I am willing and eager to learn and apply to any task given to me. I have no doubt that I will be an immense help to many organizations if you utilize my skills and intellect. With proper training and guidance, I have no doubt that I can perform with distinctions. I am an ambitious, enthusiastic person with a strong will to succeed in everything that I do. I have a positive mental attitude and I know how to take responsibility and I am also very capable of working pressure.

Please give me a chance to show my working ability and thank you for reviewing my Curriculum Vitae.

Yours Faithfully

Rupert Jacobs