

Curriculum Vitae of

*Valene
Boodhoo*

Personal Details

Surname	Boodhoo
Name	Valene
Address	04 Anaboom street Birchleight Kempton park 1619
Contact Details	0766120026
Identity Number	8810290083082
Date Of Birth	29 October 1988
Gender	Female
Nationality	South African
Marital Status	Yes
Dependants	3
Criminal Offences	None
Drivers Licence	Code 8
Language	English
Health	Excellent

Educational Qualification and Training

School Attended	Newhaven Secondary
Grade Completed	Grade 12
Subject	English Afrikaans Mathematics Business studies History Biology Accounting
Sports	Netball Volleyball
Hobbies	Reading, Listening to music and Cooking.
Online course	Teaching English as Foreign language course (TEFL)

Employment History

<u>Company</u>	<u>Checker hyper shallcross</u>
<u>Position</u>	<u>Cash office clerk</u>
<u>Duties</u>	<u>Handling of safe</u> <u>Data capturing</u> <u>Filling</u> <u>Answering the switchboard</u> <u>Using the P.A system</u> <u>Cashing of cashier</u> <u>Working of W.F.M (work force management)</u> <u>Assist in money market</u> <u>Account payment</u> <u>Information</u> <u>Customer service</u>
<u>Duration</u>	<u>2005to 2009</u>
<u>Contact</u>	<u>Sandra</u>
<u>Contact no</u>	<u>031 4090700</u>
<u>Position</u>	<u>Cash office supervisor</u>

<u>Company</u>	<u>Mass Discounters</u>
<u>Department</u>	<u>Treasury-Finance</u>
<u>Position</u>	<u>Admin clerk</u>
<u>Duties</u>	<u>To check that all documents, banking journals, IDJ, received from the stores have been processed accurately.</u>

	<u>To monitor shorts and</u> <u>over's</u> <u>Follow up with stores</u> <u>Prepare journals</u>
<u>Duration</u> <u>Reference</u> <u>Contact no</u>	<u>8 Months</u> <u>Neeta Bhagwan</u> <u>031 3028260</u>

Letter of Motivation

To whom it may Concern

I am Writing with regards to Vacant Position and trust that my Qualification and experience will meet your required standards

I have excellent People orientation People skills and I'm a very fast and good learner with Application and Strive for perfection

Given the opportunity I believe that I have the ability to perform well at any given task and enjoy the challenge of a new environment and promise to do the best to my ability

I trust that the above mentioned information will meet your required Criteria and favourable standard

Thanks in advance for your assistance and looking forward to becoming part of your team

Kind Regards

Mrs Valene boodhoo

UMALUSI



Council for Quality Assurance in General
and Further Education and Training

SENIOR CERTIFICATE

Awarded to
VALENE NAIDOO

Identity number

8810290083058

Subjects passed

English : First Language
Afrikaans : Second Language
History
Accounting
Mathematics
Aggregate

SG	E	40%-49%
SG	F	33,3%-39%
HG	D	50%-59%
SG	E	40%-49%
LG	F	33,3%-39%
	S	720-949

ENDORSEMENT
None

With effect from

December 2005

Chief Executive Officer

This certificate is issued in accordance with Section 16(4) (e) of Act 58 of 2001 by
Umalusi Council for Quality Assurance in General and Further Education and Training.



060 5194 0525 W



REPUBLIC OF
SOUTH AFRICA

This certificate is issued without alteration or erasure of any kind



NEWHAVEN SECONDARY SCHOOL

TESTIMONIAL

TELE: (031) 4034312
FAX: (031) 4010113

GRASMERE ROAD, CROFTDENE
CHATSWORTH, 4092

NO. 1187

Name: VALENE NAIDOO

Date of Birth: 29.10.1988 Admission No.: 5162

Period of Attendance: from 2001 to 2005

Grade Passed: 11 Grade on Leaving: 12

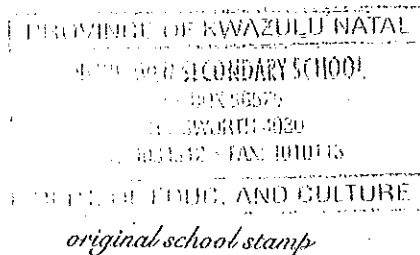
1. Character and Personality : C
Behaviour ; Integrity ; Balance ; Self Control ; Honesty ; Sincerity.
2. Dependability : C
Reliability ; Sense of Duty ; Loyalty ; Sense of Responsibility.
3. Initiative : C
Leadership ; Resourcefulness ; Self-reliance ; Originality ; Ability to work
Without continual direction.
4. Relationship with others : C
Sociability ; Friendliness ; Co-operation ; Happy Outlook ; Sense of Humour.
5. Attitude to work : C
Interest ; Enthusiasm ; Conscientiousness ; Industriousness ; Perseverance ; Drive.
6. Vigour and Forcefulness : C
Self-Confidence ; Mental and Physical Vitality.
7. Presentability : B
Poise ; Bearing ; Appearance ; Neatness ; Manners ; Maturity ; Impression
made on others.
8. Command of Language : C
Fluency ; Dictation ; Manner of speech ; Clarity with which ideas and thoughts
expressed.
9. Interest and Proficiency in Game/Sport B
10. Contribution to Life at School : C
Participation in school activities and Societies ; Debates ; Drama ; Music ; etc.
11. School Attendance B
12. Additional Information : Position of responsibility held at school. -

Chwenda

Issued by

Principal

Date: 2005/11/22



Rating Scale

- A - Outstanding F - Weak
B - Very Good G - Poor
C - Good
D - Satisfactory
E - Fair



Scan to verify

**Teaching English as
Foreign Language Course
(120 Hours)**

is presented as a

Distinction

to

VALENE BOODHOO

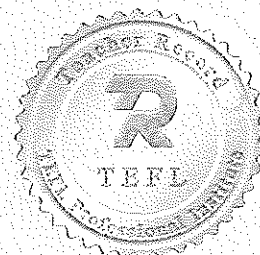
for the successful completion
of TEFL course

at

TEFL Professional Institute - Teacher Record

Peng Lyu

Director



Jul. 2023 Certificate No. TR1874018809

GEREGISTREERDE WOON- EN POSADRES

1. Bewaar die bewys van u Geregistreerde Woon- en Posadres in hierdie sakkie.

2. Indien u van adres verander het, of indien besonderhede van u huidige adres, bv. straatnaam en/of nommer, ens. verander het, moet die vorm KENNISGEWING VAN ADRESVERANDERING, wat in die sakkie agter in die identiteitsdokument is, gebruik word om die verandering aan te meld en moet dit ingedien word by of depos word aan die naaste streek-distrikantoor van die DEPARTEMENT VAN BINNELANDSE SAKE.

REGISTERED RESIDENTIAL AND POSTAL ADDRESS

1. Keep the proof of your REGISTERED RESIDENTIAL AND POSTAL ADDRESS in this pocket.

2. If you have changed your address, or, if particulars of your present address, e.g. name of street and/or street number, etc. have been changed, the NOTICE OF CHANGE OF ADDRESS form in the pocket at the back of the identity document must be used to report the change and it must be handed in at or posted to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS.

I.D.No. 881029 0083 08 2



S.A. BURGER/S.A. CITIZEN

VAN/SURNAME

BOODHOO

VOORNAME/FORENAMES

VALENE

GEBOORTEDISTRIK OF LAND/
DISTRICT OR COUNTRY OF BIRTH

SOUTH AFRICA

GEBOORTEDATUM/
DATE OF BIRTH

1988-10-29

DATUM UITGEREIK
DATE ISSUED

2009-11-12

UITGEREIK OP GEBAG VAN DIE
DIREKTOR-GENERAAL:
BINNELANDSE SAKE

ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS

