



Maxine Brooks

CONTACT INFORMATION

Mobile Phone: +27 73 432 1413
Email Address: maxilenferna@gmail.com
Home Address: Durban, South Africa
Willing to travel and relocate
Nationality: South African
Languages: English

KEY ABILITIES

- Outgoing and friendly
- Good communication skills
- Ability to work well under high pressure
- Hard worker
- Enthusiastic and helpful
- Peoples person and sociably adaptive
- Organisation and responsibility
- Time management
- Reliability, dedication, and commitment
- Creativity
- Team player and leadership skills
- Adaptability
- Quick learner
- Honest, polite, friendly and professional manner

PREVIOUS WORK

REVIEWER

SecretBenefits | October 2020 - August 2023

- Reviewing data
- Online Administration - Managing channels, training, updates, rules on daily basis
- Time management - Remote work, independent
- Fast and efficient
- Typing skills
- Monthly Targets - I maintain above average on all targets (Target was 3500/month and I maintained 7000)
- Highly Analytical position - accurate and fast within a set time period
- Pick up systems quickly

BARTENDER

Kingston Night Club | January 2020 - October 2020

- Makes and Serves drinks
- Waitress when required

ADMINISTRATION AND RECEPTIONIST

Pam Golding Properties Durban | October 2019 - December 2019

- Alchemy knowledge
- Listing properties
- Weekly reports, answering the phones and front office reception
- Facebook and magazine advertising

RECEPTIONIST, DEBTORS AND CREDITORS CLERK

NCX Press Solutions | October 2018 - July 2019

- Sage Pastel knowledge
- BPO knowledge and being the master file, where I learn the whole system and assist other colleagues on the program
- Custrack knowledge
- Doc-IT knowledge
- Answering phones and assisting with any inquiries
- Welcoming customers
- Preparing presentation quotes
- Monthly invoicing and statements
- Training new receptionists
- Payments and banking

EDUCATION HISTORY

MARIS STELLA HIGH SCHOOL

National Senior Certificate -
Bachelor Pass, IEB

Completed
High School
2010 - 2014

BOSTON CITY CAMPUS

BCOM Human Resources
Management

Currently completing
2022 - 2024

THE TEFL ACADEMY

Level 5 Certificate inTEFL

May 2020 - November 2020

PREVIOUS WORK

WAISTRESS

*Hooters Willows Crossing| September 2015 -
November 2015*

- Hostess duties once a week
- Bartender duties once a week
- Waitress duties

PROMOTIONS

*Various companies in Durban and Pretoria | 2015 -
2019*

- Promoting brands
- Friendly and welcoming demeanour
- Ability to sell the product

PERSONAL REFERENCES

Kingston Night Club

Clint Ward

Owner

+27 82 852 3333

Pam Golding Durban

Kumeshni Naidoo

Head of Administration

kumeshni.naidoo@pgp.co.za

NCX Press Solutions

Sonia Matos

Debtors

sonia@ncx.co.za

ACHIEVEMENTS

- National Senior Certificate
- Drivers License Code 8
- Certificate for Best Impromptu Speaker
Toastmasters Youth Leadership
- Participation Certificate for Toastmasters
Youth Leadership KwaZulu-Natal
competition
- Diploma in Senior Beginners for Models
Int.
- Diploma in Senior Intermediate for
Models Int.
- Two IELTS test forms
- Certificate for University of Pretoria's
Law House Faculty House Committee
- BrightNetwork UK Virtual Internship
participation certificate
- Law firm vocational work at Berkowitz
Cohen Wartski Attorneys, Notaries and
Conveyances