

# PROFESSIONAL PROFILE



**Celestina Basdeo**

# Celestina Basdeo

39 Caneside Place

4068

Email: [basdeoc68@gmail.com](mailto:basdeoc68@gmail.com)

Tel: 074 407 2296

Date of birth: 10/04/2003

Driver's License: N/A

## SKILLS/STRENGTHS

Results and Performance driven  
Leadership Skills  
Strong Work Ethics  
Problem-Solving Skills  
Patient  
Honest  
Self-motivated

## TERTIARY EDUCATION

### ABH Learning Centre

Communication  
Numeracy  
Assistance in Planning and Implementation for Health Care within Communities  
Provide Community Health  
Ancillary Health Care Objectives within Communities

## SECONDARY EDUCATION

Welbedene Secondary - 2021  
KZN, South Africa

Obtained a National Senior Certificate

## CAREER SUMMARY

RTG Garden Service and Renovations

2022 - Present

## EMPLOYMENT NARRATIVE

### RTG Garden Service and Renovations

#### Administrator

Main duties and responsibilities include the following:

- To ensure the daily running of the office is smooth

- To schedule all jobs
- Customer Relations and handling of Clients
- Create job cards
- Order stock and supplies
- Assist with weekly wages
- Create invoices
- Execute with administrative tasks i.e., filing, emails, capturing invoices

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## REFERENCES

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### **RTG Garden Service and Renovations:**

**Treven Jugdaw - Owner**

**081 391 2593**

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## MOTIVATION

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I am a diligent and hard-working individual who strives to excel at all tasks assigned to me. I produce quality work that are of the highest standard. I am a trustworthy individual who will be a great asset to your company.