



## **Confidential Professional Resume**

**KIMBERLY CHANTE LINDOOR**

**CELL: 0739860583**

**EMAIL: Kimmykims1345@gmail.com**

### **Personal Information**

Names: Kimberly Chante

Surname: Lindoor

Date of birth: 9 April 1992

Residential Address: 9 Pringle Street, Grahamstown 6139

Gender: Female

Marital Status: Married

Identity Number: 9204090276089

Languages:

English (excellent, written, spoken, and read)

Afrikaans (excellent, written, spoken, and read)

Xhosa (excellent, written, spoken, and read)

Driver's License: Yes, Code B

Contact:0739860583

### **Education**

Victoria Girls High School

Highest Grade Passed: Grade 12

### **Subjects**

- English Home Language
- Afrikaans First Additional Language
- Mathematics Literacy
- Life Orientation
- Dramatic Arts
- Visual Arts

### **Qualifications**

National Senior Certificate, Victorica Girls High School-2012

UNISA — NQF level 7 Bachelor of Arts in Forensic Science Technology-2023

**Computer Skills**

MS Word, MS Excel, MS Outlook, MS PowerPoint, Internet, Adobe Acrobat, S  
Personal Attributes canning and Pastel.

**Personal Attributes**

- Strong attention to detail and accuracy
- Communication and interpersonal skills
- Ability to show initiative and work under pressure.
- Maintain highly confidential information.
- Efficient, Organised and Self-motivated
- Ability to multi — task and prioritise.
- Diplomatic and discreet — with good judgement
- Ability to relate to people from a range of cultures and at all levels of management.
- Ability to work independently as well as in a team.
- Skilled in planning and time management
- Skilled at decision-making and problem solving.

**Employment Equity**

Coloured Female

**Notice Period**

Immediately

**Employment History**

Company Name: Neill Pike Chartered Accountants

Position Held: Receptionist

Duties & Functions: General Administration

- Minute Taking, typing and distribution of agendas and minutes.
- Organizing meetings
- Maintaining a Filing System
- Printing, Faxing, Scanning, Emailing of documents.
- Updating databases / data capturing
- Answering telephone calls and taking messages
- Perform Internet search to access relevant information.
- Receiving visitors
- Typing documents in MS Word or MS Excel
- Banking
- Working on Pastel
- Working with Petty Cash
- Respond to staff queries.

Reason for wanting to leave: Career Development

## References

Name: Warren Schimdt

Institution: Victoria Girls High School

Telephone: 046 636 1264

Name: Agnella Mutapiri

Institution: Neill Pike Chartered Accountants

Telephone: 073 565 6719

## Motivational Letter

Dear Madam/Sir

I am writing this application letter regarding the advertised position. I am confident that my skills and experience make a perfect candidate for this position. I have enclosed my CV to support my application entailed with the important skills for the position. It includes:

- Time and Money Management
- Social Inclusion
- Influence
- Conflict Resolution
- Workplace Readiness
- Community Service

I am a hard worker, and an exceedingly competent employee that requires minimum supervision. I am organised and double check all items related to expenditures and maintain strict confidentiality about sensitive items to myself if necessary. Finally, I posse a warm and pleasant personality that makes me not only easy to work with, but also reflects well on the job.

I am certain that my qualifications and experience will allow me to exceed the expectations you have for the position at the company.

Thank you for your time and consideration.

Yours sincerely,

Kimberly Lindoor

## DECLARATION

I declare that all the information (including attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied can lead my application to being disqualified.

Signature: 

Date: 08-01-2024



*We certify that*

**KIMBERLY CHANTE PRINCE**

*having complied with the requirements of the Higher Education Act  
and the Institutional Statute, was admitted to the degree of*

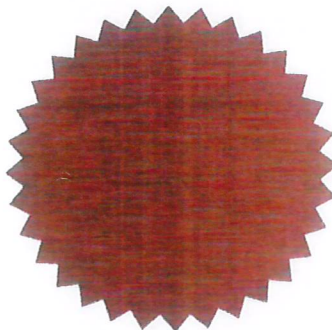
**BACHELOR OF ARTS**

*in Forensic Science and Technology*

*at a congregation of the University  
on 12 October 2023*

Vice Chancellor

University Registrar



Executive Dean

19000268582072G01661





REPUBLIC OF SOUTH AFRICA

# National Senior Certificate

(2013)

Kimberly Chante Prince

Certificate number: 204090276089

Subject	Score	Achievement level
English Home Language	62	4
Afrikaans First Additional Language	57	4
Mathematical Literacy	33	2
Life Orientation	67	5
Dramatic Arts	62	5
Visual Arts	62	5

The candidate has passed the National Senior Certificate and has met the minimum requirements for admission to a degree, diploma or higher certificate study as gazetted for admission to higher education institutions.

With effect from December 2013

Chief Executive Officer

204090276089

UMALUSI



Council for Quality Assurance in  
General and Further Education and Training

16251

**REPUBLIC OF SOUTH AFRICA**  
**NATIONAL IDENTITY CARD**



**Suriname**  
**LINDOOR**  
**Number**  
**KIMBERLY CHANTÉ**  
**Sex**  
**F**

**Nationality:**  
**RSA**

**Identity Number:**  
**9204090276889**

**Date of Birth:**  
**09 APR 1992**

**Country of Birth:**  
**RSA**

**Status:**  
**CITIZEN**

**Signature**  




**Conditions:**  
This card has been issued by the  
Department of Home Affairs in terms of the  
Identification Act, Act 68 of 1997  
If issued please return to the Department of Home Affairs  
For security verification purposes contact 0800 90 11 90

**Date of Issue:**  
**04 JAN 2022**

**118042009**









02/9204090276089

SADC

SOUTH AFRICA



CARTA DE CONDUÇÃO

KC FRANCE

ID No 02/9204090276089 FEMALE

Birth 09/04/1982 ZA Restriction

Licence Number 11230013621 No. 1

Valid 24/01/2020 - 24/01/2025

Issued 2A

Code B

Vehicle restriction 0

First name JH/RYK



OTHER RESTRICTIONS  
1. None  
2. None  
3. None

DEF CAT

1. None

2. None

3. None

TRUCKS

1. None

2. None

3. None

A	None	None	None
B	None	None	None
C1	None	None	None
C	None	None	None
EB	None	None	None
EC	None	None	None