

RR**RICHENDA RIGNEY**

PROFESSION OR INDUSTRY

OBJECTIVE

I am a respectful, trustworthy, efficient person. Confidence, resilience, and self-motivation form an integral part of my character. I am eager to learn, inquisitive and adapt easily to any working environment. I work well with others. I function well under pressure and enjoy working with people who inspire me. I believe in my goals, enjoy taking on challenging tasks and I always go the extra mile.

SKILLS

Interpersonal skills
Good communication skills
Sales
Adaptable

PERSONAL INFORMATION

Full Name:	Richenda Rigney	Gender:	Female
Identity Number:	920830*****	Age:	29
Date of Birth:	30 August 1992	Language(s):	English
Nationality:	South African	Marital Status:	Single

EXPERIENCE

ASSISTANT SECRETARY • YOUTH CRIME PREVENTION DESK • 15 FEB 20 – 30 MAR 20

Reference:

WAITRESS • PEACOCK RESTAURANT • 5 JAN 13 – 30 NOV 13

Reference: Gregory 076 589 8278

SALES • NTOKOZO CAR SALES • 15 JUL 20 – 15 DEC 21

Reference: Layanda 079 419 7003

EDUCATION

EARLY CHILDHOOD DEVELOPMENT • NCR TVET UPINGTON COLLEGE

You might want to include your GPA and a summary of relevant coursework, awards, and honors.

GRADE 10 • 2013 • SCHOOL

Subjects passed:

English, Afrikaans, Mathematical literacy, History, Accounting, Economics & Business Studies.



EMAIL



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