



AYESHA GOOLAM

Profile

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

Work Experience

1998–1999

Jewelry • Sales • Vereeniging Jewelers

2000–2001

PA to Sales Manager • Mc Carthy Nissan

2001–2002

Creditors Clark • Mc Carthy Nissan

2016–Current

Receptionist • Dr IA Patel

Branch management (2 Branches)

Appointment scheduling

Diary management

Reports management

Hospital authorizations

Customer services

Education

Roshnee Islamic School

Matric 1996

University of South Africa

1997

Economics, Arabic, Industrial Psychology, Business Management



6 MOUNTAIN VIEW AVE
NORTHCLIFF

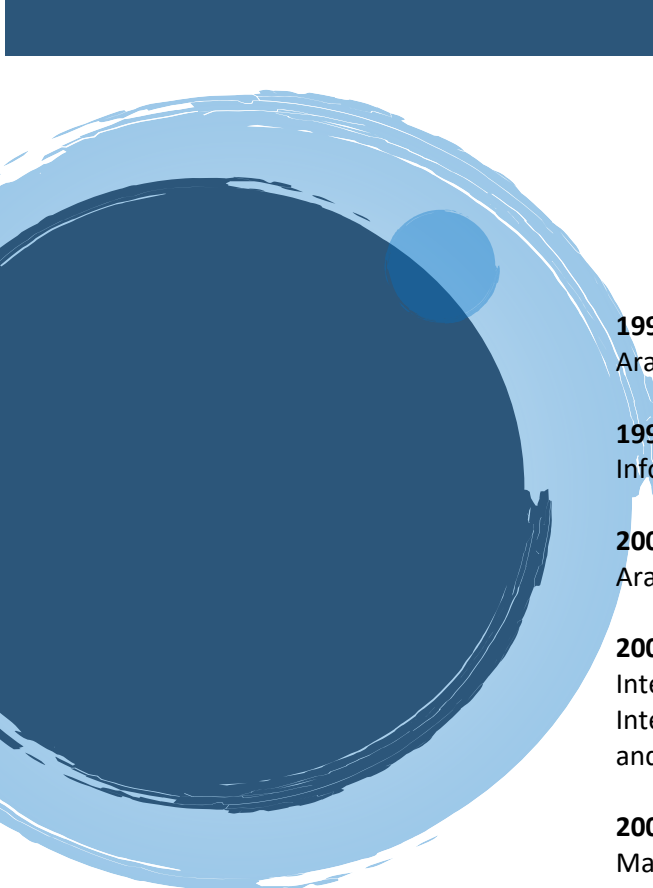


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1998

Arabic 2

1999

Information Sciences

2000

Arabic 3 intro to communication and public speaking

2001

Interpersonal communication, organizational communication, Intercultural development and health communication, Public relations and advertising, Research in social science

2002

Marketing communication, Media studies, International communication, Communication ethics, Applied advertising

FMS Business College

1999

Microsoft Office Suite (Certified)

- Word
- Excel
- Outlook
- Power Point
- Access
- Internet

Al Azhar University Cairo

2000

Arabic Grammar and Language

References

Vereeniging Jewelers

Mc Carthy Nissan

Dr IA Patel

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011 – 918 1802

011 – 470 7997

