**CURRICULUM VITAE**

**OF**

**DAVIDA WALTERENE ADAMS**

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#  **PERSONAL DETAILS**

SURNAME : ADAMS

FIRST NAMES : DAVIDA WALTERENE

RESIDENTIAL ADDRESS : 13 BISKOP MARK STREET

 MAMRE

 7347

POSTAL ADDRESS : SAME AS ABOVE

CONTACT NUMBER : (C) 078 931 3438

 :(davidaadams0211@gmail.com)

IDENTITY NUMBER : 821102 0072 083

DATE OF BIRTH : 02 NOVEMBER 1982

GENDER : FEMALE

NATIONALITY : SOUTH AFRICAN

MARITAL STATUS : MARRIED

DEPENDANTS : TWO

HOME LANGUAGE : AFRIKAANS &ENGLISH

OTHER LANGUAGE : ENGLISH (SPEAK, READ, WRITE)

HEALTH : EXCELLENT

CRIMINAL OFFENCE : NONE

DRIVER’S LICENCE : NONE

# **ACADEMIC QUALIFICATIONS**

LAST SCHOOL ATTENDED : WESBANK SECONDARY

HIGHEST GRADE PASSED : GRADE 12 (MATRIC) – 2000

SUBJECTS PASSED : AFRIKAANS

 ENGLISH

 HISTORY

 BUSINESS ECONOMICS

 ECONOMICS

 ACCOUNTING

**TERTIARY EDUCATION**

INSTITUTION : ATLANTIS EDUCATION & TRAINING

COURSE : BUSINESS MANAGEMENT

DURATION : JAN 2006 – JUN. 2007 (18 MONTHS)

SUBJECTS : MARKETING

 LABOUR RELATIONS

 HUMAN RESOURCE

 ACCOUNTING

 INTERNAL AUDITING

 COMMUNICATION

 COMPUTER

INSTITUTION : OCTOMATE EDUCATION

COURSE :WEALTH MANAGEMENT LEVEL 5

DURATION : FEB 2020 - FEB 2021

**COMPUTER SKILLS**

INTRODUCTION TO COMPUTERS

COMPUTER KEYBOARD SKILLS

WINDOWS LEVEL 1

WORD LEVEL 1, 2

EXCEL LEVEL 1, 2

POWERPOINT LEVEL 1

OUTLOOK LEVEL 1

INTERNET

**WORK EXPERIENCE**

**COMPANY : SANLAM (KWEMVELO)**

**POSITION : FINANCIAL ADVISOR**

**CONTACT : 067 244 9435**

**PERIOD : (JAN 2019 - JAN 2021)**

COMPANY : CAPE CUISINE HOSPITALITY SUPLLIERS

POSITION : ADMIN /RECEP/TELESALES

CONTACT : 061 470 4643 (accounts2@capecuisine.com)

PERIOD : 2 YEARS (29 AUG 2016 - 29 AUG 2018)

COMPANY : FEDICS HALAAL (ESKOM KOEBERG)

POSITION : CASHIER

CONTACT NR. : 021 550 4016

PERIOD : (FEB 2016-DES 2016)

COMPANY : RALPH STANTON

POSITION HELD : GENERAL ASSISTANT

PERIOD : JAN. 2014 – MAR. 2014

COMPANY : ROYAL SERVE

POSITION HELD : GENERAL ASSISTANT - THEATRE

PERIOD : OCT. 2009 – JAN. 2012

COMPANY : SWARTLAND BOUDIENSTE

POSITION HELD : ADMINISTRATION CLERK

PERIOD : JAN. 2007 – DEC. 2008

#### REFERENCES

**L PHOOKOO**

**CAPE CUISINE**

**061 470 4643 / 021 557 5737**

SANLAM TYGERVALLEY(KWEMVELO)

CHEVONNE PRESTON( SALES MANAGER)

CELL NR: 067 244 9435

#### CAREER OBJECTIVE

-TO SUCURE A CHALLENGING POSITION IN A REPUTABLE ORGANISATION TO EXPAND MY LEARNINGS , KNOWLEDGE AND SKILLS.

-SECURE A RESPONSIBLE CAREER OPPORTUNITY TO FULLY UTILIZE MY TRAINING AND SKILLS, WHILE MAKING A SIGNIFICANT CONTRIBUTION TO THE SUCCESS OF THE COMPANY.