

Personal Details

Name: Tania
Surname: Yelverton
Initials: T
I.D. Number: 7208070264082
Date of Birth: 07 August 1972
Nationality: South African
Sex: Female
Marital Status: Divorced
First Language: English (good)
Second Language: Afrikaans (good)
Drivers Licence: Code B
Criminal Record: None
Physical Address: 29 Dormidero Flats, Bultafhoekie 3,
Centurion, Zwartkop, 0157
Postal Address: Same as above
Mobile: 0608720972
Father Mobile: 0761500858
Mother Mobile: 0610445614

Hobbies and Interests

- Fabric Painting, card making, sewing, knitting and beading
- Interior Decorating
- Hiking, Fishing and Camping

Educational/Training History (See Addendum's)

1987	Cashier Training Certificate Customer Care Training Certificate	OK Bazaars
1997	Receptionist and Telephone Technique	Academy of Learning
1997	Intro to Microsoft computer	Academy of Learning
2011	Home for the Aged and Disabled Practical Training	Agape (PTA)
2011	Text Book Training	Lazarus Versorgers (PTA)

Employment History

Period 1987
Contract Type Part time Employ
Employer OK Bazaars (Vanderbijlpark)
Designation Packer

Overview Duties/Responsibilities

- Groceries Packer
- Customer Liaison

Period 1987 – 1989
Contract Type Permanent Employ
Employer OK Bazaars (Vanderbijlpark)
Designation Cashier
Department Music Bar, Babies Section, Men's Section, Women's Section
Reason for leaving Transferred to Sasol Branch

Overview Duties/Responsibilities

- Cashier
- Customer Liaison

Period 1989 – 1991
Contract Type Permanent Employ
Employer OK Bazaars (Sasolburg)
Designation Cashier
Reasons for leaving Transferred to Westgate Branch

Overview Duties/Responsibilities

- Cashier
- Shelf packing
- Customer Care

Period 1991 – 1992
Contract Type Permanent Employ
Employer OK Bazaars (Westgate)
Designation Cashier
Reasons for leaving Family moved to Pretoria

Overview Duties/Responsibilities

- Product Knowledge
- Cashier

- Attending to customers

Period	1994 – 1995
Contract type	Permanent Contract
Employer	Archneer Stationery
Title	Internal Sales Rep./Floor Assistant?Cashier
Reasons for leaving	Resigned to further studies

Overview Duties/Responsibilities

- Stock Packing
 - Stock taking
 - Customer liaison
 - Internal Sales
 - Process orders
 - Ensure the return of broken stock
-

Period	2012 – 2016
Contract Type	Part – time Employ
Employer	Self Employed
Designation	Frail Care Nurse
Reasons for leaving	Not enough income

Overview/Responsibilities

- Feeding, bathing, clothing, health care, social wellbeing and activities
 - Over all monitoring and recording status of the elders
 - Giving feedback to families in charge
-

Period	2016 – Current Employ – Still Employed
Contract Type	Permanent Employ
Employer	Forum Stationery
Designation	General Assistant

Overview/Responsibilities

- Sales person, cashing up, banking, stock taking, checking stock deliveries on invoices
- Pricing stock, ordering stock, cashier, taking phone calls, store cleaning duties