

Megan Damarah

Contact Information:

Uppington, 8801

Extension, Valley Road 19

Phone: 0635338925

Email: megandamarah@gmail.com

Summary:

Dedicated and multitasking professional with 1 year of experience in sales, administration, data entry, reception, and cashier roles. Proficient in Microsoft Office, Sage Pastel, and customer service.

Work Experience:

Sales and Administration Intern

FirstRand Bank (Internship Placement at SANCO C&H)

Jul 2022 - Jun 2023

- Assisted with sales of hygiene, chemical, and PPE products
- Handled reception, switchboard, and cashier duties
- Created quotations and invoices
- Assisted with ad-hoc tasks
- Developed strong communication skills, working with clients and colleagues

Education:

Higher Certificate in Front Office Administration

Isa Carstens Academy, Pretoria

Jan 2020 - Dec 2020

Courses Completed:

- Business Communication
- Business Numeracy and Accounting Practice
- Client Services and Ethics
- Office Technology and Data Processing
- Retail Marketing
- Beauty and Wellness Services:
- Makeup
- Swedish Massage

Skills:

- Customer Service
- Retail Operations
- Team Collaboration
- Cash Handling
- Microsoft Office
- Sage Pastel
- Time Management
- Effective Communication
- Attention to detail

Driver's License:

- Code 8 Driver's Licence , Issued: 18 Oct 2024, Expires: 17Oct 2029