

C.V. Of Jonathan Peters

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Career goal: My goal is to become associated with a company where I can utilise my skills and gain further experience while enhancing the company's productivity and reputation.

Objective: To secure a position with a stable and reputable organization, where I can be a member of a team, utilize my experience and grow my career

Employment History

Company: Digital Divide Records (Pty) Ltd

Job description: Administrator

Responsibilities:

Graphic design

Social media management

Audio mastering

Email queries.

A&R

Create sales reports with excel

Web design

Web development

Duration:

07/04/2022 – 07/01/2025

Company: Kantar Market Research Surveys

Job description: Field Interviewer

Responsibilities:

Conduct Interviews with qualifying respondents.

Maintain professionalism & and confidentiality.

Adhere to the SAMRO code of conduct.

Complete questionnaires (Capi & Papi)

Duration:

April 2015 - February 2020

Reference:

Geraldine Kaptein

078 158 0429

Company: Metropolitan

Job description: Financial advisor

Responsibilities:

Complete CCNA with clients

Complete application(s) with clients

Maintain professionalism & confidentiality

Adhere to the FAIS & FICA Act(s)

Duration: March 2014 -

June 2015

Reference:

Dirk Mostert

DMostert@metropolitan.co.za

Company: PG Bison

Job description: Administration

Responsibilities:

Collect production tickets

Data capturing

Filing

Update excel

spreadsheet

Duration:

September 2013 - December 2013

Reference:

Jennifer Manuel 044 801

7009

jmanuel@pgbison.co.z

a

Company: OVAG International

Job description: Debt collections

Responsibilities:

Call debtors & arrange payment

Data capturing

Achieve sales targets Notify team leader regarding

irate debtors

Duration:

April 2014 - January 2015

Reference: Zenobia Van

Heerden

zenobia@ovag.co.za

Company: Mcdonalds

Job description: Part-time crew

Responsibilities:

Batch-cooker

Assembler

Initiator

Cashier

Duration:

February 2010 -

August 2011

References:

Yolandi, David

(044) 873 4032

Dumisani, Mashudu

011 788 4476

Company: RMD Electrical CC

Job description: Wireman

Responsibilities:

Install electrical components

Cut & crimp wires

Panel construction

Read blueprints Working in

a team

Duration:

January 2011-July 2011

Reference:

Michael Powell michael.powell@siemens.com

Company: Nedbank

Job description: Administration

Responsibilities:

Data capturing

Email & telephone queries

Updating leave records of department Update excel spreadsheet

Duration: June 2008-

March 2009

Reference:

Kershnee Reddy

011 495 9365

Company: Standard Bank

Job description: Administration & call centre consultant

Responsibilities:

Scanning & indexing of legal documents

Scanning & indexing of signature cards

Verify banking details

Issue bank codes to corporate clients Inbound

& outbound call centre consultant

Duration:

February 2007

- May2008

Reference:

Shahida Hoosen

011 636 1395

Company: Liberty

Job Description: Claims administration

Responsibilities:

Validate claims

Verify banking details Access

withdrawal notifications Request home

loan settlement certificates

Duration: May 2006-

February 2007

Reference: Carol Cane

carol.cane@liberty.co.z

a

Company: Old Mutual

Job Description: Administration

Responsibilities:

Capture client details

Arrange medicals Basic underwriting

of new applications

Monitor diary

Duration:

April 2005 - April 2006

Education

Eldorado Park Secondary School

Matric 2003

Subjects

English: HG - C

Afrikaans: HG - B

Mathematics: SG - C

Science: SG - E

Geography: SG - D

Biology: SG - C

Post Matric Qualification

National Certificate in Financial Services, as part of the Amathuba learnership between
Old Mutual & Intec College, School Of Insurance

I have also completed web design & web development (HTML, CSS & Javascript)
courses Certificates available upon request