**CURRICULUM**

**VITAE**

**RUAN G ROSSOUW**

# PERSONAL DATA

**Surname** Rossouw

**Name(s)** Ruan George

**Title** Mr

**Cell No.** 068 099 1327

**Email Address** ruangeorgerossouw@gmail.com

**Physical Address** 578B 10TH Avenue

Gezina

Pretoria  0082

**Date of Birth** 27 August 2001

**Identity Number** 010827 5035 088

**Gender** Male

**Home Language** Afrikaans

**Other Languages** English

**Criminal Record** None **Health Status** Good

**Nationality** South African

**Driver’s license:** Code 08 (B)

**ACADEMIC RECORDS**

**Schooling:**

**Secondary School** High School Pretoria North

Grade 12 [Matric]

**Subjects passed** English

Afrikaans

Math Literacy

Life Orientation

Computer Applications Technology

Engineering Graphics and Design

Life Sciences

**Year obtained** 2019

**Proficient in:**  Microsoft Office, building and software installation of computers

# WORK EXPERIENCE

**Name of Company** **People’s Prepaid**

**Position Office Management and IT consultant**

**Period 04 January 2021 – 28 February 2023**

**Duties:**

**ADMIN**

* Customer support (assisting clients to full extent, including reaching out to clients to make sure the client is fully satisfied)
* Client sign up forms
* Loading payments
* Sending and receiving e-mails and phone calls from clients
* Managing tickets
* Time management
* Tasks in Microsoft Word, Excel, outlook
* Managing the office

**IT**

* Doing program installs as well as troubleshooting any problem with said program or task
* Disassembly and assembly of devices like computers and point of sale machines
* Software installs and repairs of POS machines
* Installation of software such as operating systems, making sure all needed programs work, trouble shooting

**Name of Company**  **Hensun Sales and Services**

**Position IT Consultant/Sales**

**Period 01 March 2023 – 03 May 2024**

**Contact Person Susan Kruger – 061 463 4046**

**Duties:**

Electronic board level repairs

* Computer and Console repairs
* Stock control
* General Sales and administration

**My Qualities**

I am a dependable person who is great at time management. I use a creative approach to problem solving and ability to work under pressure.

I am also ready to learn and eager to grow.

Ability to communicate with all employees efficiently including Management