

TAMARYN ABRAHAMS

M – 081 280 6912

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DOB – 02.10.1987

Nationality – South African

Demographic Profile – Mixed Race / Female

ABOUT ME

Technology enthusiast, hardworking and adaptable, with a can-do attitude and a desire to learn new skills. I am able to follow written and verbal instructions, enjoys being part of a team and use own initiative to meet deadlines. I am trustworthy and accurate, conscientious and persistent in seeing a task through to the end, paying close attention to detail. Self-motivated worker who strives to achieve the very best. I am a critical & strategic thinker, organized and thorough in my work and am now seeking a new challenge to keep me on my toes and keep my skills up to date. I am an asset to any team as I am always willing to help out where I can & always eager to learn & improve my skills.

KEY SKILLS & ATTRIBUTES

- Commitment to providing high quality customer service
- Advanced Microsoft Office and IT software application experience
- Communication Skills and ability to handle confidential/sensitive matters at all times
- Ability to learn technical concepts
- Ability to multi-task
- Team Player and ability to use own initiative and prioritize accordingly

EDUCATION

Web Design | University of Cape Town | 2018 (Complete)

Bachelor of Arts in Corporate Communications | Varsity College | 2012-2019

Project Management | University of Cape Town | 2017 (Complete)

IT Management | University of Cape Town | 2016 (Complete)

IMM Marketing Degree | Varsity College | 2007-2007 (Incomplete)

National Senior Certificate | La Rochelle Girls High School | 2001-2005 (Complete)

Other Short Courses:

Certificate in Computing | Boland College

Business Planning | CTI Computer College

EXPERIENCE

execMobile

Customer Relations Manager - 09.2019 to Present

In this role job, I have strived by understanding the client's goals, which has ensured effective results to generate repeat business and recurring revenue for execMobile. Additionally, I have manned the office daily by answering the telephone and overseeing the sending and receiving of deliveries. Responsibilities Included:

- Daily Management and Account Planning
- Support, Setup, Training, Managed Services
- Digital Marketing
- Sales Coordinator
- Branding
- Needs Analysis
- Office Administration
- Tenders

iTouch Communications

Account Manager & Marketing Assistant - 06.2015 to 08.2019

Reporting: Daily, Weekly - In this role job, I have strived by understanding the client's goals, which has ensured effective results to generate repeat business and recurring revenue for iTouch. Additionally, I have manned the office daily by answering the telephone and overseeing the sending and receiving of deliveries.

Responsibilities Included:

- Daily Management and Account Planning of Named Accounts (ABSA & Barclays Africa)
- Email – Support, Setup, Training, Managed Services
- Monthly Overseeing of Campaigns (SMS & Email)
- Needs Analysis/Campaign Scoping (SMS & Email)
- Functional Scoping (SMS & Email)
- Sign off on Projects (SMS & Email)
- Stress testing of systems & new projects (SMS & Email)
- Campaign Planning (SMS & Email)
- Office Administration Tenders

Chavda & Associates

Marketing Assistant / PA – 02.2015 to 05.2015

Reporting: Daily, Weekly

- Assisting Market Manager with daily tasks
- Leads Generation: Assisted the Sales & Marketing team with generating leads by calling and emailing potential customers
- Daily Diary Management of Sales & Marketing Execs
- Office Administration & Management
- Digital Marketing
- Scheduling & Booking of Sales & Marketing Executives

Sandton Lodge

Front of House – 02.2011 to 02.2012

Reporting: Daily, Weekly

- Conferencing
- Reception
- Reservations
- Front Office Administration

D&S Interiors

Store Manager – 03.2008 to 11.2010

- Overseeing Daily Marketing and Sales Activities
- Digital Media
- Project managing the start-up of new stores
- Setting up controls and Accounting Systems Debtors & Creditors Management
- Staff Management
- Stock Controlling & Purchasing

ADDITIONAL INFORMATION

Driver's License – Yes

Own Transport – Yes

Languages – English / Afrikaans

REFERENCES

Jody Carrollissen
General Manager, execMobile
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