

Carl Jacques Coetzee

Curriculum Vitae

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Personal Information

Date of Birth: 01 October 1985
Identity Number: 8510015007081
Nationality: South African
Home Language: English and Basic German
Drivers License: Code B
Own Transport: Yes
Interests / Hobbies: Reading Sci-fi books, Travelling overseas

Educational Background

Tertiary Education

Institution: Varsity College – Westville
Period: 2018 - 2019
Qualification: Bachelor's of Art Degree in Corporate Communication – Year 1 & 2

Institution: Varsity College – Westville
Period: 2012
Qualification: Certificate in Pastel Accounting

Institution: Amadeus Training Centre
Period: 2012
Qualification: Certificate in Amadeus GDS

Institution: Varsity College – Westville
Period: 2010 - 2011
Qualification: Diploma in International Travel

Institution: Varsity College – Westville
Period: 2011
Qualification: Diploma in Sales Management

Institution: Varsity College – Westville
Period: 2011

Qualification: Diploma in Events Management

Institution: Varsity College – Westville

Period: 2010

Qualification: Diploma in Purchasing Management

Institution: Varsity College – Durban North

Period: 2009

Qualification: Certificate in Computer Architecture

Institution: Varsity College – Westville

Period: 2006 - 2007

Qualification: Diploma in Business Management and Entrepreneurship

Institution: Damelin Westridge (Now Overport)

Period: 2005

Qualification: Certificate in Business and Computer Skills

Secondary Education

Institution: Matriculated – Rehoboth Christian School in Illovo Beach

Period: 2004

Subjects: English, Afrikaans, History, Geography, Biblical Studies, Bus Studies

Achievements

2011: 100% on an assignment for Travel

I was a prefect in a school called Browns School from 2000 to 2001. I reached brown belt in Karate in 2002. I have helped numerous children at Child Welfare from 1996 to 2000.

Professional Experience

Company: **Amon Ra Travel and Tours (Pty) Ltd – Own Company registered In 2014**

Period: 01 November 2014 – 01 February 2018

Position: Managing Director and Senior Travel Consultant

Responsibilities: Booking Air Tickets, booking Car Hire, booking travel insurance, booking cruises, basic bookkeeping, promoting and selling travel packages

Reason for leaving: To study further

Company: **Thompsons Africa**

Period: 01 August 2014 to 31 October 2014

Position: Operations Co-ordinator
Responsibilities: Re-confirming hotel and transfer bookings, binding of documents, organising tour guides, general admin
Reason for leaving: Three Month Contract.

Company: **Three Cities Urban Park and Spa Hotel**
Period: 05 December 2013 to 31 May 2014
Position: Stock Controller
Responsibilities: Ordering and issuing stock for the restaurant and bar
Reason for leaving: Retrenched due to economic situation with Hotel.

Company: **Jetstar Tours**
Period: 15 August 2013 to 01 November 2013
Position: Junior Travel Agent
Responsibilities: Booking trips to Dubai
Reason for leaving: Retrenched due to economic situation with company.

Company: **Griffin Travels Durban**
Period: 01 August 2012 to 13 August 2013
Position: Trainee Travel Agent
Responsibilities: Booking Car hire, Booking Travel insurance, booking accommodation
Reason for leaving: Resigned

Company: **Exclusive Books The Pavilion**
Period: 15 July 2012 to 24 July 2012
Position: Store Assistant/ Cashier
Responsibilities: Stocking Shelves, Cashier Duties, Ad-Hoc Work
Reason for leaving: Temporary Employment

Company: **Macdonald Steel Head Office**
Period: 01 February 2007 to 01 February 2010
Position: Admin Clerk
Responsibilities: GRVs for stock, sundry creditors processing and general admin work
Reason for leaving: Resigned to study full time again

Skills

Computer Skills: MS Word, Excel, PowerPoint, Outlook, Pastel Accounting, Amadeus
GDS, Galileo GDS

Skills: Good interpersonal communication and good admin processing
(invoicing)

References

Name: Pam Kitching
Position: General Manager
Company: Griffin Travel
Contact: 031 566 8350