



# Nilopha Cassim

## Data Entry Operator

I'm from South Africa, English native speaker, and my other languages are Urdu, Punjabi, hindi and Zulu. Over 10 years of working experience, positions as a virtual Assistant, office sales assistant, and information clerk. My professional background, includes Oral and written communications skills, Customer Service Skills, Computer skills Internet, and Email. Experience with Excel, Google Docs and Word to PDF, other experiences are data entry, and typing, with common office duties.

✉ [cnilopha@gmail.com](mailto:cnilopha@gmail.com)

📍 Al Qusais 1, Dubai

📘 [facebook.com/profile.php?id=100001603828972](https://facebook.com/profile.php?id=100001603828972)

☎ +971583002405

🌐 [linkedin.com/in/nilopha-cassim-027605176](https://linkedin.com/in/nilopha-cassim-027605176)

## WORK EXPERIENCE

### Information Clerk Future Trading 786

10/2022 - 02/2023

Phoenix, South Africa

Chemicals distributor in the health sector

Achievements/Tasks

- Document entry and common office duties.

Contact : M. Altaif - [786futuretrading@gmail.com](mailto:786futuretrading@gmail.com)

### Virtual Assistant Massive Dynamics

03/2022 - 06/2022

Punjab, Pakistan

I have worked online remotely as sales prospective to gain experience in CRM software and script writing to deliver your products to a client. Used Pipedrive and Ringover.

Achievements/Tasks

- Contact leads, Generated new leads.

Contact : Rao - [rm@massivedynamicspk.com](mailto:rm@massivedynamicspk.com)

### Sales Attendant Fastline ceiling and Mouldings

07/2018 - 11/2019

South Africa

As a sales attendant I also did some light office work checking emails and printing receipts etc.

Achievements/Tasks

- Completed my office duties before end of the work day.
- Introduced more clients.

Contact : Ashfaq - [fastlineceiling@gmail.com](mailto:fastlineceiling@gmail.com)

### Information Clerk Khoker Traders

04/2010 - 12/2012

Punjab, Pakistan

LPG Gas distributor

Achievements/Tasks

- Manage most of the office duties like email, printing, stock taking, accounting finance, handling all the capital, and locking up.

Contact : Mushtaq - [mushtaqalzn786@gmail.com](mailto:mushtaqalzn786@gmail.com)

## EDUCATION

### Hillgrove Secondary School Newlands West

01/2003 - 12/2005

South Africa

Courses

- Grade 10 Maths, Social Studies, Technology, Biology, Art and Tourism

## SKILLS

Google Docs

Customer service

Typing

Multitasking

Data entry

Technical skills

Synergy

Communication skills

emotional intelligence

interpersonal skills

collaboration

Adaptability

Problem Solving

## PERSONAL PROJECTS

English Path (04/2022 - Present)

– <https://www.facebook.com/EnglishPath2022/>

– Teach Spoken English online to Urdu, Punjabi and Hindi speakers.

## ACHIEVEMENTS

Straving Hands Foundation (NPC) (01/2023 - Present)

International Volunteer Non Profit organization that feeds and helps the needy. I also contribute and help to arrange meals even organize meetings for charity work.

## LANGUAGES

English

Native or Bilingual Proficiency

Urdu

Limited Working Proficiency

Punjabi

Limited Working Proficiency

Hindi

Elementary Proficiency

Zulu

Elementary Proficiency

## INTERESTS

Traveling

content creator

Baking

Movies and Music