



HAJIRA KADER



CONTACT



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LOOKING FOR :



Any entry-level remote work opportunity, including admin tasks, basic virtual assistance, customer support, data entry, or general online work. I am open to different types of roles as long as they provide remote flexibility and allow me to build experience while learning new skills.



AVAILABILITY



Immediately



EXPERIENCE



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I have developed practical remote working experience through handling customer communication, capturing information, and completing task-based work for small businesses. This includes responding to enquiries, providing basic support, gathering required details from clients, and updating information into spreadsheets or simple systems. I've also assisted with processing requests, doing basic research, and preparing information so that tasks could be completed efficiently.

Working remotely has helped me develop strong self-discipline, a professional communication style, and the ability to work independently with minimal supervision. I've learned how to manage online workflows, meet deadlines, and maintain accuracy while handling multiple small tasks. These experiences have made me comfortable in customer-facing roles, admin environments, and data-driven tasks and I am ready to take on more structured remote work responsibilities.



EDUCATION



Homeschooled

2025

NSC
12



ADDITIONAL INFORMATION

Date of Birth:
11/01/2007
Age:
18 Years old



SKILLS



• Basic administrative support and task organisation • Clear written and verbal communication • Strong time-management and ability to prioritise • Fast learner and comfortable adapting to new systems • Tools: Google Workspace, Microsoft Office, Microsoft word, Canva (basic)



LANGUAGES



English

Licensed driver