

RAEESAH CAJEE

Data Analyst/ Revenue Operations Manager/ Key Accounts Executive

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Languages:

English, Afrikaans.

Gender: Female

Drivers License:

C1

Marital Status: Married

Summary

An enthusiastic and focused lady who is committed to raising standards and ensuring the consolidation of knowledge and skills. I enjoy working in a busy environment and relish the challenge of managing a diverse workload. I am able to establish a supportive relationship with my colleagues and peers.

Having a scientific background has cultivated my analytical thinking skills and problem solving in a logical and strategic manner. Through holistic integration of scientific and creative approaches, I am able to adapt and react to dynamic situations. I am passionate about the work I commit myself to and eager to match the organizational objectives to my personal goals.

I am strongly motivated and driven to honoring commitment and proactive in my delivery of results. I have proved my ability to work effectively within a diverse group as well as independently. Being flexible, receptive and responsive facilitate me to learn new things with ease and adapt to different environments.

Developed Skills

- Entrepreneurship:** Founded and established a private tutoring and home school education business that caters towards providing educational services, namely Cum Laude Tutors
- Leadership:** Attended leadership course, prefect at school, Youth Minister of Foreign Affairs, Vice-Chair of Biological Society at Wit, Student Representative.
- Communication:** Presentations at school and University, successfully teaching and enabling students to grasp unfamiliar concepts, promoting a brand.
- Commitment:** Commendable performance in academics, various community projects for fundraising.
- Team work:** Organizing events, worked in groups at university, SRC.
- Problem solving:** Obtained skills through academic and practical undertakings. Ability to identify key components and isolate logical solutions. Numeracy and data analysis.
- Interpersonal:** Exceptional ability to relate to peers and work colleagues, as well as being capable of effective and professional communication with superiors.
- Computer Literate:** Proficient in Microsoft Word, Excel and PowerPoint; Windows 2000; Windows XP; Internet Explorer; RepWise; QlikView
- Event Planning:** Coordinated and planned conference and strategy weeks for approximately 120 people.
- Attention to detail:** Using Excel and all its elements to generate reports that drive the business; ensuring ease of reading and creating formatting that remains intact

Education

- 2019** **Data Scientist - Master's Program**
SimpliLearn
- 2018** **Data Analysis**
University of Cape Town
- 2013** **Bachelor of Education**
University of South Africa
- 2005 – 2009** **Bachelor of Science (Physiology and Psychology)**
University of the Witwatersrand
- 2000 – 2004** **Matriculated**
Nirvana Secondary School
English, Afrikaans, Mathematics, Science, Biology, Geography

Awards, Achievements and Leadership Positions

- 2018** SAAPI and MCA Marketing Code of Practice Version 11

2013 First Aid Course – Level 1
2008 Computer Literacy Programme (College Campus)
2006 – 2007 Vice Chairperson of the Biological Society
2004 Subject Award for Physical Science
2003 - 2004 Award of Merit in English Olympiad
Award of Merit in Afrikaans Olympiad
2002 – 2004 Executive Member of Student Representative Council (SRC)
Youth Minister of Foreign Affairs – S.A.Y.M.P
2000 – 2004 SRC Class Representative
2000 – 2003 Speech Contests – Participant and Finalist
1999 Science Fair - Finalist and Runner Up
1998 Successful completion of Leadership Program
Prefect

Work Experience

October 2018 – May 2019

EMGuidance, Rivonia

Revenue Operations Manager

Key Contributions: Data custodian; management and maintenance of current and potential customer database within the Pharma and medical industry; identification of low hanging leads; dashboard creation and maintenance

September 2017 – September 2018

Reckitt Benckiser, Jet Park

Key Accounts Executive: Mauritius and Madagascar (Africa Expansion)

Key Contributions: Distributor communication and maintenance; ordering and payment efficiency; portfolio visibility and development; forecasting and quarterly promotion planning; IMS reporting, analysis and sharing: Incentive tracking; data interpretation and manipulation; attention to detail

October 2016- September 2017

Austell Laboratories, Crown Mines

Business Intelligence

Key Contributions: Data analysis and report generation: generating of reports using several sources of data; manipulate and use data to streamline and interpret results; the use of formulae in Excel for data interpretation and manipulation; attention to detail

January 2010 – October 2016

G.D.E

Educator (Grade 4 - 12: Mathematics and English)

Key Contributions: Quality and creativity teaching of all learning areas; ensuring content is fully and effectively explained, relayed and understood; invigilating of examination sessions; discipline; High marks for the quality and creativity of classroom teaching
Established positive relationships with students and parents.

December 2008 (Part Time – during University breaks/holidays)

Optima Tax Aid, Fordsburg

Accounts Clerk /Receptionist

Key Contributions:basic accounting and completion of books

December (2007, 2006, 2005:Part Time and Holiday Job)

Cross Country Containers, City Deep

Receptionist

Answering and Redirecting calls; sending and receiving mails

References

Available on request