

TYRESE SAMMY JR DAVIDS

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PROFESSIONAL PROFILE

Dedicated and hardworking individual with experience in manufacturing, electrical assistance, customer service, and legal administration. Reliable, fast learner, and committed to delivering quality work in both team-based and independent environments. Strong administrative skills, good communication abilities, and a positive attitude toward continuous learning and professional growth.

WORK EXPERIENCE

Legal Administration & Queries Clerk

February 2025 – Present

Perform general legal administrative duties and office support

Handle client and internal queries in a professional and timely manner

Maintain accurate records, files, and legal documentation

Capture and update information while ensuring confidentiality

Assist with document preparation and compliance-related tasks

Customer Service Call Centre Agent (UIF Claims)

December 2023 – November 2024

Assisted clients with UIF claims and related enquiries

Provided accurate information and resolved customer issues efficiently

Maintained detailed records of calls and case updates

Delivered professional customer service in a high-volume environment

Electrical Technician Assistant

April 2023 – July 2023

Assisted with repairing televisions and household appliances

Supported installation of inverters and basic electrical systems

Diagnosed faults under supervision and performed basic troubleshooting

Maintained tools and ensured adherence to safety standards

Manufacturing & Assembling Assistant

January 2022 – December 2022

Assisted in manufacturing, pouring, and assembling electrical components

Supported electrical installation and production processes

Conducted basic quality checks to ensure product standards

Worked effectively in a team to meet production targets

Maintained a clean, safe, and organized work environment

EDUCATION

Grade 11

January 2016 – December 2019

NQF Level 4 – Information Technology: Technical Support

April 2019 – March 2020

SKILLS

Administrative support

Customer service & call handling

Manufacturing & assembly work

Basic electrical & technical support

Data capturing & record keeping

Communication skills

Time management

Teamwork and reliability

Willingness to learn

LANGUAGES

English

HOBBIES & INTERESTS

Soccer

Jogging

Movies

Outdoor activities