



# Monique Karriem

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I work well with customers due to my respect for others and my friendly nature. I learn fast and is quite intuitive. I can work well in a team but just as well on my own.

I'm a single mother of four and I know how to prioritize and make the best out of a "bad" situation.

I've never been scared to work hard.

Preferred occupation	Administrators
	Administrative jobs
	Front Desk Agent
	Administrative jobs
	Receptionist
	Administrative jobs
	Switchboard operator
	Administrative jobs
Preferred work location	Western Cape

## Contacts and general information about me

Day of birth	1975-03-02 (50 years old)
Gender	Female
Residential location	Cape Flats
	Western Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.04 iki dabar</b>
Company name	Taylor's Automotive Services
You were working at:	Auto mechanics
Occupation	Senior Service Advisor
What you did at this job position?	Customer service, receptionist

Working period **nuo 1995.12 iki 2003.09**

Company name Echlin Distributing Co/ ACSA-MAG Cape Town

You were working at: Wholesaler

Occupation Administrative clerk

What you did at this job position? Answering incoming calls, invoicing

### Education

Educational period **nuo 1989.01 iki 1994.12**

Degree Grade 12 / Matric

Educational institution Aloe Secondary School

Educational qualification Matric

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	very good	very good	very good

### Computer knowledge

MS Office: - Word, Excel; PowerPoint;

Internet & E-mail; MS Lotus 1.2.3

Also familiar with Windows 7 & Windows 10

(No certificates to state it)

### Recommendations

Contact person	Corne deLange
Occupation	Former Human Resource manager / supervisor
Company	Taylor's Automotive Services
Telephone number	+27849527390
Contact person	Shana Brady
Occupation	Former Supervisor
Company	Taylor's Automotive Services
Telephone number	082 784 0060

### Additional information

Your hobbies Baking  
Cooking  
Reading  
Web surfing

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from	2010-12-00 (15 years)
Salary you wish	13000 R per month
How much do you earn now	8500 R per month