



Marilyn Myburgh

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for administrative /receptionist job. My passion is excellent customer service and believe that xtra mile is build up the service and grow in this public service. Helping people is such an honor.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Kroonstad Free State

Contacts and general information about me

Day of birth	1976-10-14 (47 years old)
Gender	Female
Residential location	Kroonstad Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.10 iki 2022.06
Company name	Sernick Country Meat
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Receive clients and direct them to request. Answering phones like switchboard. Handle petty cash for small needs at different department. Send/receive email arrange appointments. Do filing of companies statements. Clean up boardroom and make bookings for meetings. Help staff for doctors appointments and pass outs to go out from premises. Help clients to order our products in maximum and invoicing receive cash for orders. Helping settle cattles that are sold unto company. Send in weekly price information to management. Cleaning front area daliy. Excellent customer service daily.

Working period **nuo 2016.07 iki 2018.11**

Company name FNB Kroonstad

You were working at: Banking

Occupation Teller

What you did at this job position? Daily deposit and cash money. Exchange cheques and exchange forex money. Helping people saving in society or bank accounts. Help telephone calls to departments. Send out email to head office. Check cash in atm s and daily loading on records. Excellent customer service and different trainings in banking of our teller section. Cash up at end of day need to balance every day. Help customers with high amounts of withdrawals daily

Languages

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

Computer knowledge

Very good with computers. Open to learn more about.

Conferences, seminars

Making appointments, arranhe venues, dates, and advertising.

Recommendations

Contact person August Makhonanyane

Occupation HR Manager

Company Sernick Country Meat

Telephone number 0562162620

Email address august@cmeat.co.za

Contact person Puleng Maishoane

Occupation Supervisor

Company Sernick Country Meat

Telephone number 0837631607

Email address direkopuleng@gmail.com

Additional information

Your hobbies Love reading. Excise after work and play tennis. Love helping at our church to clean.

Driver licenses B Light Vehicle \leq 3,500kg

Driver license from 2018-04-00 (6 years)

Salary you wish + - 95500-10000 R per month

How much do you earn now

5500 R per month