



# Karen Gerhardi

Curriculum Vitae (CV)

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

I offer 29 years' experience as a Personal Assistant which makes me a strong candidate for the position.

I have one year's experience working in reception, which together with my other experience will assist in fulfilling the duties of this position.

I can work in a team or by myself. I'm detail oriented and focused on maintaining accuracy in the work I produce. I honed these skills through my role in the Regulatory Department of a pharmaceutical company and typing balance sheets.

I've added my most recent work experience. A detailed cv is available on request.

Preferred occupation	Personal assistant
	Administrative jobs
	Receptionist
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng
	Pretoria / Tshwane
	Gauteng

## Contacts and general information about me

Day of birth	1970-01-14 (55 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 **nuo 2021.08 iki 2022.08**

Company name EHL

You were working at: Receptionist

Occupation PA/Secretary

What you did at this job position? Reception and admin

### Education

Educational period **nuo 1983.01 iki 1987.12**

Degree Grade 12 / Matric

Educational institution West Ridge High School

Educational qualification Matric

### Languages

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

### Computer knowledge

Intermediate to advanced MS Office

### Additional information

Driver licenses EB Articulated Light Vehicle  $\leq$  3,500kg

Driver license from 2001-01-00 (25 years)

Salary you wish 20000 R per month

How much do you earn now 17000-28000 R per month