



Clarissa Septoe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Wants to assist everyone-“spreads myself to thin”

Sometime allows people to take advantage of my good nature

Career Profile

I am a very committed person and will eagerly do my best at any task assigned to me. I

demonstrate a high degree and very productive. Work to ensure a neat and attractive sales environment, and assisted

If my application should be taken in consideration, feel free to contact me and will avail myself to meet with you.

Kind Regards

Mrs Clarissa Septoe

Preferred occupation Administrators
Administrative jobs

Preferred work location Cape Town
Western Cape

Administrator. I am a people's person, and with my strong curriculum development skills, I will

deliver confidence, passion and knowledge to enable each task to my full potential. Currently I am

Contacts and general information about me

employed at Standard Bank, Liberty call centre for two years, and accommodate the Managers,

Day of birth 1995-12-10 (28 years old)
Team leaders and co-workers to the best of my ability. I am confident that through my years of

Gender Female
experience as an Admin clerk/data capturer position, I will be an asset to any organization. I have

Residential location Northern Suburbs
Western Cape
proven record of achievements, which will allow me to make major contributions.

I'm confident that I am a good fit for this position for several reasons, but most specifically because

Telephone number Information is available only for registered users.

of my dedication to going above and beyond in a job. I looking forward to speak with you to discuss

Email address Information is available only for registered users.
How my experience and abilities match your needs, and will avail myself to fit your busy schedule.
Sign in

I am a dedicated, enthusiastic, committed, trustworthy, motivated and a self-driven individual who

work hard with the minimal supervision. I have got the ability to work independently. I am

professional in my work and attitude. I am eager to learn and I am always willing to share my

Company name Liberty
knowledge and ask for help when I'm stuck. I am work orientated as well as customer service

Occupation Insurance administrator
orientated with strong interpersonal skills. I take ownership of work assigned to me. I have got

excellent planning and organizing abilities.
what you did at this job position. Selling of insurance policies □ Ensuring clients stay on book

Through the years I have proof myself to be a quick learner gaining the necessary skills for each

Education
assignment. I'm a go-getter who goes the extra mile and like to finish that which I have started. I

Educational period nuo 2019.05 iki 2023.06
always try to see the bright side of a situation. I believe I will be an asset to any company.

Degree Grade 12 / Matric
Key Strengths

Educational institution Mondale High School,
I am very good with people. I like to go the extra mile. I am self-motivated and enjoy motivating

others. I enjoy new challenges.

Languages

· Sound communicator with excellent interpersonal skills

Language Speaking level Understanding level Writing level

· Team Player- I function well in a team or function independently
English very good very good very good

· Highly numerate, works accurately and systematically

Computer knowledge

· Quick learner, motivated to learn and gain experience

· Problem-solving skills

· Integrity- sticks to commitment in finishing task

Weakness

Email handling
Microsoft office/word
Internet access knowledge
Excel

Conferences, seminars

None

Recommendations

Contact person	Maryam Jantjies
Occupation	Manager
Company	Liberty
Telephone number	0827518958
Email address	maryam.issel3@gmail.com

Additional information

Your hobbies	cooking, dancing, outdoor life, reading
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	7000 R per month