



# Natalie Phillips

Curriculum Vitae (CV)

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

I relocated from Johannesburg to Cape Town a few months ago .I've been working in the corporate environment for the last 20years. I have experience in Administration duties , Claims ,Client services a Reception.

I'm a hardworking ,friendly ,caring person ,always willing to go the extra mile in any position I am placed in.

I believe if given an opportunity ,I will prove myself to be an asset to your company ,

Preferred occupation	Administrators Administrative jobs
Preferred work location	Southern Suburbs Western Cape

## Contacts and general information about me

Gender	Female
Residential location	West Coast Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2002.09 iki 2022.06</b>
Company name	Clientele Limited
You were working at:	Insurance administrator
Occupation	Client Services ,Administration and Claims
What you did at this job position?	I assisted clients telephonically regarding their policy information .I also captured and updated their personal information and resent their updated schedules ,I also replied to their email requests and loaded new funeral ,hospital and life claims and updated them regarding their existing claims

Working period	<b>nuo 1998.01 iki 2022.08</b>
Company name	Tracker Connect
You were working at:	Customer care agent
Occupation	Customer Service
What you did at this job position?	Invoicing dealerships and clients, Assisting clients telephonically and by email. Scheduling clients for new unitsi

### Education

Educational period	<b>nuo 1990.01 iki 1995.12</b>
Degree	Grade 12 / Matric
Educational institution	Certificate of Proficiency (Insurance Certificate)

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent

### Computer knowledge

Microsoft office :Word ,Excel ,power point and outlook

### Recommendations

Contact person	Halima Baksha
Occupation	Manager
Company	Clientele Limited
Telephone number	073 508 8494 / 011 320 3000
Email address	hbaksha@clientele.co.za

### Additional information

Your hobbies	Music ,swimming and spending time with my family.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2005-10-00 (18 years)
Salary you wish	R12 000 R per month
How much do you earn now	Unemployed R per month