



# Carla Olivier

Curriculum Vitae (CV)

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

Good day,

My name is Carla and I am currently looking for another job. I've been working as an admin clerk for 2 years now. I started working right after I finished matric.

I am kind, indapendant, neat, hardorking, punctual, trustworthy and eager to learn.

I have 2 years of admin experience and know a thing or two about the Life insurance industry.

I am a quick learner and ready for any challenge.

I hope you consider me as a candidate.

|                      |                                       |
|----------------------|---------------------------------------|
| Preferred occupation | Administrators<br>Administrative jobs |
|----------------------|---------------------------------------|

|                         |                          |
|-------------------------|--------------------------|
| Preferred work location | Harrismith<br>Free State |
|-------------------------|--------------------------|

## Contacts and general information about me

|        |        |
|--------|--------|
| Gender | Female |
|--------|--------|

|                      |                          |
|----------------------|--------------------------|
| Residential location | Harrismith<br>Free State |
|----------------------|--------------------------|

|                  |   |
|------------------|---|
| Telephone number | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
|------------------|---|

|               |   |
|---------------|---|
| Email address | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
|---------------|---|

## Work experience

|                |                                |
|----------------|--------------------------------|
| Working period | <b>nuo 2022.01 iki 2023.12</b> |
|----------------|--------------------------------|

|              |                                     |
|--------------|-------------------------------------|
| Company name | Sanplex Blouster Finansiele Dienste |
|--------------|-------------------------------------|

|                      |                         |
|----------------------|-------------------------|
| You were working at: | Insurance administrator |
|----------------------|-------------------------|

|            |             |
|------------|-------------|
| Occupation | Admin Clerk |
|------------|-------------|

|                                    |   |
|------------------------------------|---|
| What you did at this job position? | All the companies admin,filing and organising |
|------------------------------------|---|

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2023.01 iki 2023.12</b>                   |
| Company name                       | Her Closet Harrismith                            |
| You were working at:               | Sales administrator                              |
| Occupation                         | Admin Clerk                                      |
| What you did at this job position? | Clothing sales,invoices,admin and Courier orders |

**Education**

|                           |                      |
|---------------------------|----------------------|
| Degree                    | Grade 12 / Matric    |
| Educational institution   | Harrismith Hoërskool |
| Educational qualification | Top 10               |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | fluent               |
| Afrikaans       | fluent                | fluent                     | fluent               |

**Computer knowledge**

Excel

Word

Common computer knowlage

**Additional information**

|                          |  |
|--------------------------|--|
| Your hobbies             | Gym<br>Spending time with friends and family<br>Being outdoors<br>Sometimes enjoy a good movie or video game |
| Driver licenses          | B Light Vehicle ≤ 3,500kg  |
| Driver license from      | 2023-00-00 (1 years)   |
| Salary you wish          | 10 000+ R per month  |
| How much do you earn now | 5000 R per month   |