



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, independent, neat, hardworking, 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.

Administrators

Preferred work location

Harrismith Free State

Contacts and general information about me

Residential location Harrismith
Free State

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Work experience

Working period **nuo 2022.01 iki 2023.12**

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	nuo 2023.01 iki 2023.12
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

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

Computer knowledge

Excel
Word
Common computer knowlage

Additional information

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