



Simone Barnard

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administrative/Clerk or reception vacancies.

I am a dedicated hard worker, loyal, work well in a team or on my own.

I have 11 years experience in admin and sales.

Preferred occupation	Administrators
	Administrative jobs
	Miners
	Mining jobs
Preferred work location	Kuruman
	Northern Cape
	Cape Winelands
	Western Cape

Contacts and general information about me

Day of birth	1987-04-13 (38 years old)
Gender	Female
Residential location	George
	Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.03 iki 2024
Company name	Velvet Home Store
You were working at:	Administrators
Occupation	Assistant administrator
What you did at this job position?	Reception, Invoicing, customer queries, Newsletter, Website updates, Excel / Word, Outlook

Working period	nuo 2010 iki 2008
Company name	Southern Cape Recycling
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Switchboard, customer queries, weekly wages, logistics

Languages

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

Computer knowledge

Excel
Microsoft Office
Pastel/Sage
Outlook

Recommendations

Contact person	Annelize Klue
Occupation	Administrator
Company	Velvet Home Store
Telephone number	044 873 0381
Email address	accounts@velvethomeandliving.com

Additional information

Your hobbies	Reading Walking Listening to music Spending time with my family
Driver licenses	None
Salary you wish	18000 R per month
How much do you earn now	10500 R per month