



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 (37 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