



Karen Petersen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Customer service - handling queries via telephone, fax and email. Reception / switchboard.

Knowledge of Microsoft word and excel, internet and email. Data capture with good speed and accuracy.

Mature , loyal , trustworthy and dependable. Have own reliable transport.

Preferred occupation Administrators
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Gender Female

Residential location Cape Town
Western Cape

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 2005.09 iki 2016.07**

Company name On the Dot Logistics

You were working at: Administrators

Occupation Customer Service Representative (back office)

What you did at this job position? Handling of queries via telephone , email or fax . Relating to short / over supply, return requests or accounts . Reception and switchboard relieve.

Education

Educational period **nuo 1998.01 iki 1998.12**

Degree Grade 12 / Matric

Educational institution Success College Distance Learning

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Afrikaans | good | good | good |

Computer knowledge

Microsoft word and excel
 Book master (in-house system)
 Email
 Internet

Recommendations

Contact person Tracy Kirkland
 Occupation Manager
 Company On the Dot Logistics
 Telephone number 0834634942

Contact person Lucien Wyngaard
 Occupation Team Leader
 Company On the Dot Logistics
 Telephone number 0832662697

Contact person Tamsyn Veotte
 Occupation Team Leader
 Company Direct Axis
 Telephone number 0722698333

Additional information

Your hobbies reading, sewing and cooking
 Driver licenses EB Articulated Light Vehicle ≤ 3,500kg
 Driver license from 2003-01-00 (22 years)
 Salary you wish 13500.00 R per month
 How much do you earn now 0.00 R per month