



Magaret Cecilia Simon

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have two ideas for a job:

Trainer, Supervisor or Manager at a company.

1.I was for 22 years in the furniture trade and started as a free lance and climb the leader with hard work and dedication. I was for 12 years a manager and saw how people come and go. Get hired and fired. I analysed it and come to a conclusion that people are de-motivated, there was a lack of training, lack of motivation and manager become "HIGH ON TASK BUT LOW ON PEOPLE".I left Lewis Stores and studied Human Resources at West College 2015-2016. Now I want to make a difference at any company who will give me that opportunity. Motivated people are more productive though.

2. Admin Clerk

Positive Points

Knowledge in operations, finance and stock management. Proven leadership qualities and ability to manage a team. Have management, interpersonal and communication skills. Im deadline driven and is good in problem solving. Im system thinking and make good decisions. Have a sense of urgency, listen to others and motivate people. Operate best under pressure.

Preferred occupation	Training Management, human resources jobs
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Preferred work location West Coast
Western Cape

Contacts and general information about me

Day of birth 1975-05-16 (50 years old)

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 2016.10 iki 2018
Company name	Kaap Agri
You were working at:	Store person
Occupation	Shop Assistant
What you did at this job position?	Order stock, doing claims, pack shelves, housekeeping and display, merchandising, customer services

Working period	nuo 2013.08 iki 2014.05
Company name	Lewis Stores
You were working at:	Managers
Occupation	Branch Manager
What you did at this job position?	Manage sales activities to make profit, Oversee sales and financial staff, Implement action plans and policies and procedures. Manage and control equipment, stock, assets and money.

Education

Educational period	nuo 1989.01 iki 1992.11
Degree	Grade 12 / Matric
Educational institution	Private School St ANN, Matjieskloof
Educational qualification	Matric
I could work	No
Educational period	nuo 2015.01 iki 2016.06
Degree	Certificate
Educational institution	West Coast College, Malmesbury
Educational qualification	Human Resources Management N4, N5 & N6 Certificates
I could work	Yes. But I didn't get opportunity to finish intern to get diploma.

Languages

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

Computer knowledge

Word
Excel
Data Base
Power point

Conferences, seminars

Customer protection Act
National Credit Act
How to deal with pressure (3 days)
How to priorities (4 days)
How to live and deal with HIV/Aids affected person (5 days)

Recommendations

Contact person	JJ Human
Occupation	Manager (Kaap Agri)
Company	Kaap Agri
Telephone number	022 9131115
Email address	jjhuman@kaapagri.co.za
Contact person	Angela MCree
Occupation	Credit Manager
Company	Russells (Branch closed down)
Telephone number	072 442 5641

Additional information

Your hobbies	Outdoor Chess Reading Chilling at home
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-11-00 (12 years)
Salary you wish	R12 000 R per month
How much do you earn now	R5 822 R per month