



Monroe Jacobs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I see myself as a capable and talented Employee who possesses levels of accuracy and attention to detail, good organisational abilities and is able to perform well in a fast paced, demanding environment. I am self motivated, with an enthusiastic and passionate manner about providing good service in everything that I do. I am constantly looking for ways to improve administrative processes to get the administrative tasks done more effectively. I am team player, with commitment to customer service, who possesses a track record of working in various administrative roles, coupled with good computer skills and the ability to communicate confidently at all levels. I make use of a highly organised approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. I have a reputation for delivering high quality, to both junior and senior colleagues.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1992-10-04 (31 years old)
Gender	Male
Residential location	Overberg 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 2018.03 iki dabar
Company name	Glassmen Hermanus (Pty) Ltd
You were working at:	Administrators
Occupation	Administrator

Education

Educational period	nuo 2012.06 iki 2014.11
Degree	Diploma
Educational institution	Boland College
Educational qualification	Human Resource Management

Languages

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

Computer knowledge

Microsoft Office, Adobe Photoshop, Pastel Partners and Point of Sale

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-10-00 (5 years)
Salary you wish	12000 R per month
How much do you earn now	6500 R per month