

Karyn Van Rooyen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated and driven person.

I am a very flexible enthusiastic individual who is willing to work any shift pattern.

I want to increase the depth of my knowledge by applying my skills in a new environment. I want to enhance my knowledge with new skills and contribute what I have already mastered. I also believe that the right opportunity is important for growth as a person. I am currently handling complains from punters, doing the marketing for the company planning events taking pictures when necessary. On a daily basis I work with incoming emails (answering). Handling phone calls daily , I do basic admin and data capturing and filing, handling meetings taking minutes, liaising with management sending daily and weekly reports.

Preferred occupation Administrators
 Administrative jobs

Receptionist

Contacts and general information about me

Day of birth 1995-08-12 (30 years old)

Residential location Port Elizabeth
Eastern Cape

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Additional information

Salary you wish 10000 R per month

How much do you earn now 8000 R per month