



Georgia Barnard

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for something that i can show my worth in, i am a hard worker and always go the extra mile. I'm a loyal person that needs to provide for my family. i am self motivated, i can work on my own as well as in a team. I'm a team player that can take the lead anytime

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Operations Clerk

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

West Rand

Gauteng

Contacts and general information about me

Day of birth

1988-01-19 (36 years old)

Gender

Female

Residential location

West Rand

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period **nuo 2006.03 iki 2008.04**
 Company name Executive Building cleaners
 You were working at: Receptionist
 Occupation Receptionist / credit control
 What you did at this job position? general admin duties, general reception duties, coordinating of managers trip sheets, credit control duties

Working period **nuo 2011.04 iki 2016.01**
 Company name Sunshine Cash & Carry / Masscash
 You were working at: Manager
 Occupation Junior Buyer
 What you did at this job position? Bulk stock ordering, invoicing, stock receiving, stock taking, liasing with reps and suppliers, assistant to store manager , general admin duties

Working period **nuo 2016.03 iki 2020.08**
 Company name Fidelity Security Services
 You were working at: Administrators
 Occupation National account administrator
 What you did at this job position? liasing directly with client, monthly schedules, calander managment, monthly reports to clients, sales orders, credits, assisting on various other projects

Education

Educational period **nuo 2000.01 iki 2005.12**
 Degree Grade 12 / Matric
 Educational institution Hoërskool Roodepoort
 Educational qualification Grade 12
 I could work immediatly

Languages

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

Computer knowledge

Microsoft Word, Excel, Powerpoint
 Adobe
 Arch Technology Solutions
 Guardtek App

Recommendations

Contact person	George Theodosiou
Occupation	Director
Company	Sunshine Cash & Carry
Telephone number	011 763 1205
Email address	admin.electron@masscash.co.za

Contact person	Clive
Occupation	Store Manager
Company	Liquor City
Telephone number	011 675 0493

Contact person	Ansie Le Roux
Occupation	General Manager
Company	Fidelity Security Services
Telephone number	011 375 1602
Email address	AnsieL@fidelitysecurity.co.za

Additional information

Your hobbies	Cooking Reading Gardening Socializing with friends and family spending time with my children
Driver licenses	None
Salary you wish	13000 R per month
How much do you earn now	11000 R per month