



# Karina Viljoen

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have 4years for admin experience. I can work good under pressure and is very good in excel Microsoft an doing reports

I use to work for an IT company called bcx and use to do lots of reporting for managers an executive

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Musina / Messina Limpopo

## Contacts and general information about me

Day of birth	1991-11-21 (33 years old)
Gender	Female
Residential location	Musina / Messina Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2009.10 iki 2019.03</b>
Company name	Bcx
You were working at:	Administrators
Occupation	Branch administrator
What you did at this job position?	Was running 4 branches reporting to branch manager doing expenses overtime an filing

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

Microsoft  
Excel  
Sap  
Alaska  
Navision

**Recommendations**

Contact person	Arshard mahomed
Occupation	Support engineer
Company	Bcx
Telephone number	+27810780062
Email address	Arshardmohamed@bcx.co.za

**Additional information**

Your hobbies	I love reading spending time with my baby girl and being out in nature
Driver licenses	None
Salary you wish	8000 R per month