



Monique Karriem

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I work well with customers due to my respect for others and my friendly nature. I learn fast and is quite intuitive. I can work well in a team but just as well on my own.

I'm a single mother of four and I know how to prioritize and make the best out of a "bad" situation.

I've never been scared to work hard.

Preferred occupation	Administrators Administrative jobs
	Front Desk Agent Administrative jobs
	Receptionist Administrative jobs
	Switchboard operator Administrative jobs
Preferred work location	Western Cape

Contacts and general information about me

Day of birth	1975-03-02 (49 years old)
Gender	Female
Residential location	Cape Flats Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.04 iki dabar
Company name	Taylor's Automotive Services
You were working at:	Auto mechanics
Occupation	Senior Service Advisor
What you did at this job position?	Customer service, receptionist

Working period **nuo 1995.12 iki 2003.09**
 Company name Echlin Distributing Co/ ACSA-MAG Cape Town
 You were working at: Wholesaler
 Occupation Administrative clerk
 What you did at this job position? Answering incoming calls, invoicing

Education

Educational period **nuo 1989.01 iki 1994.12**
 Degree Grade 12 / Matric
 Educational institution Aloe Secondary School
 Educational qualification Matric

Languages

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

Computer knowledge

MS Office: - Word, Excel; PowerPoint;
 Internet & E-mail; MS Lotus 1.2.3

Also familiar with Windows 7 & Windows 10
 (No certificates to state it)

Recommendations

Contact person Corne deLange
 Occupation Former Human Resource manager / supervisor
 Company Taylor's Automotive Services
 Telephone number +27849527390

Contact person Shana Brady
 Occupation Former Supervisor
 Company Taylor's Automotive Services
 Telephone number 082 784 0060

Additional information

Your hobbies Baking
 Cookinv
 Reading
 Web surfing
 Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from	2010-12-00 (14 years)
Salary you wish	13000 R per month
How much do you earn now	8500 R per month