



# Antoinette Horn

Curriculum Vitae (CV)

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

Sincerely,  
Antoinette Horn.

Preferred occupation **Administrators**  
To whom it may concern Administrative jobs

Preferred work location **Polokwane / Pietersburg**  
As a highly organized and efficient professional with comprehensive reception and general

administrative support experience, along with exceptional interpersonal and time management

**Contacts and general information about me**

abilities, I am prepared to significantly contribute to your company's goals and objectives in this

Day of birth **1974-07-01 (50 years old)**

position.

Gender **Female**

Residential location **Polokwane / Pietersburg**

My background includes providing key office support while greeting and scheduling customers and

maximizing efficiency and productivity. From managing multi-line phone systems and resolving

customer inquiries to scheduling appointments and providing outstanding customer service, I excel

at prioritizing tasks, collaborating with staff, and implementing highly effective organizational

processes.

**Additional information**

Salary you wish **15000 R per month**

How much do you earn now **20000 R per month**  
● Performing diverse receptionist responsibilities including phone management, correspondence, and scheduling—while ensuring optimal efficiency.

● Handling high-volume phone lines, efficiently and accurately routing customer calls each day.

● Greeting customers upon office arrival, ensuring prompt attention and providing consistently outstanding customer service.

● Demonstrating a solid commitment to providing excellent support within fast-paced environments to facilitate achievement of organizational success.

● Excelling at balancing multiple tasks while providing top-level organization and communication skills.

My skills in reception position me to excel in this role, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.