



# Megan Kruger

Curriculum Vitae (CV)

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

I have strong typing skills. I have excellent administration skills, and love working on computers. I take pride in the work that I do and I also focus on what I do, to make sure that I have no mistakes in anything that I do.

The reason I believe that you should hire me, is because I believe that I will be a great person to join the company.

I am looking forward to hearing from you!

Preferred occupation	Unemployed Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	2000-10-10 (24 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2019.06 iki 2022.01</b>
Company name	Randburg Motorcycles
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	I did the daily filing. Sending quotes and invoices via QuickBooks to clients as well as other companies. I did the sales on motorcycles. I did stocktake, packing as well as labeling products. I was also part of the parts sales team

Working period **nuo 2022.02 iki 2022.03**  
 Company name Employment Law Experts  
 You were working at: Other jobs  
 Occupation Consultant  
 What you did at this job position? I sent out CCMA forms to new clients. I phoned clients to coach them before their CCMA hearings. I signed up new clients as well.

Working period **nuo 2022.09 iki 2022.10**  
 Company name UDM International  
 You were working at: Sales consultant  
 Occupation Sales Consultant  
 What you did at this job position? I phoned clients to upgrade their insurance policies, I also phoned clients to take out a policy

**Education**

Educational period **nuo 2014.01 iki 2018.12**  
 Degree Grade 12 / Matric  
 Educational institution High School Florida

**Languages**

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

**Computer knowledge**

Windows 8,10,11. Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Microsoft Publisher, Microsoft Outlook, Adobe, photoshop

**Recommendations**

Contact person Charmaine Cronje  
 Occupation Administration  
 Company Randburg Motorcycles  
 Telephone number 0117926829  
 Email address randburgmotorcycles@gmail.com

Contact person Juliet Naude  
 Occupation Sales Consultant  
 Company UDM International  
 Telephone number 0113449000  
 Email address julietn@udm.co.za

Contact person	Elsabie Smidt
Occupation	Consultant
Company	Employment Law Experts
Telephone number	0847011481

#### **Additional information**

Your hobbies	I love working on computer, typing, photoshop photos, I love drawing
Driver licenses	None
Salary you wish	8500 R per month