



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 (23 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2019.06 iki 2022.01
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