



# Karen Julies

Curriculum Vitae (CV)

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

- Dedicated Administrator with 12 + years of working experience
- administration, medical aid, motor industry, engineering industry: retail, interpersonal communications, organization, tendering and event planning. Broad experience in quality management, financial services, administration, sales, debtors and creditors , fleet management, switchboard and reception.

I have a mature approach to all tasks put to me and my communication and interpersonal skills are exemplary, with 12 years of experience in the service, people industry.

My positive attitude has sculpted me into who I am today.

My leadership capabilities as well as my determination in meeting any challenge awarded to me, would be an advantage to your company should I be contracted with you.

- I am punctual and can be relied upon to carry out any task assigned to me.
- I am approachable and my temperament is compassionate to the needs of others.
- I am motivated, consistent and work hard at producing the very best results possible.
- I am a quick learner (as knowledge is the key to success), and enjoy the challenge of enhancing my skills.
- I am always willing to learn, as knowledge is the key to success.
- I work well independently, and am also a team player as I understand the rewards of teamwork.

I am an individual with clear objectives and have forged a confident character in acknowledging my abilities and potential. I am graced with the gift of life and have intentions of taking my abilities to the ultimate in whatever I pursue in life.

Preferred occupation

Administrators  
Administrative jobs

Medical receptionist  
Medicine, healthcare, nursing jobs

**Switchboard operator**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Receptionist**  
Administrative jobs

**Customer care agent**  
Administrative jobs

**Operations Clerk**  
Administrative jobs

Preferred work location      **Northern Suburbs**  
Western Cape

**Contacts and general information about me**

Day of birth                      1972-11-22 (51 years old)

Gender                              Female

Residential location              **Cape Town**  
Western Cape

Telephone number                *Information is available only for registered users.*  
[Sign in](#)

Email address                      *Information is available only for registered users.*  
[Sign in](#)

**Additional information**

Salary you wish                      10000 R per month

How much do you earn now      15000 R per month