



Karen Gerhardi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I offer 29 years' experience as a Personal Assistant which makes me a strong candidate for the position.

I have one year's experience working in reception, which together with my other experience will assist in fulfilling the duties of this position.

I can work in a team or by myself. I'm detail oriented and focused on maintaining accuracy in the work I produce. I honed these skills through my role in the Regulatory Department of a pharmaceutical company and typing balance sheets.

I've added my most recent work experience. A detailed cv is available on request.

Preferred occupation	Personal assistant Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1970-01-14 (54 years old)
Gender	Male
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 2021.08 iki 2022.08**
Company name EHL
You were working at: Receptionist
Occupation PA/Secretary
What you did at this job position? Reception and admin

Education

Educational period **nuo 1983.01 iki 1987.12**
Degree Grade 12 / Matric
Educational institution West Ridge High School
Educational qualification Matric

Languages

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

Computer knowledge

Intermediate to advanced MS Office

Additional information

Driver licenses EB Articulated Light Vehicle \leq 3,500kg
Driver license from 2001-01-00 (23 years)
Salary you wish 20000 R per month
How much do you earn now 17000-28000 R per month