



Natalie Phillips

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I relocated from Johannesburg to Cape Town a few months ago .I've been working in the corporate environment for the last 20years. I have experience in Administration duties , Claims ,Client services a Reception.

I'm a hardworking ,friendly ,caring person ,always willing to go the extra mile in any position I am placed in.

I believe if given an opportunity ,I will prove myself to be an asset to your company ,

Preferred occupation Administrators
Administrative jobs

Preferred work location Southern Suburbs
Western Cape

Contacts and general information about me

Gender Female

Residential location West Coast
Western Cape

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2002.09 iki 2022.06**

Company name Clientele Limited

You were working at: Insurance administrator

Occupation Client Services ,Administration and Claims

What you did at this job position? I assisted clients telephonically regarding their policy information .I also captured and updated their personal information and resent their updated schedules ,I also replied to their email requests and loaded new funeral ,hospital and life claims and updated them regarding their existing claims

Working period **nuo 1998.01 iki 2022.08**
 Company name Tracker Connect
 You were working at: Customer care agent
 Occupation Customer Service
 What you did at this job position? Invoicing dealerships and clients, Assisting clients telephonically and by email. Scheduling clients for new unitsi

Education

Educational period **nuo 1990.01 iki 1995.12**
 Degree Grade 12 / Matric
 Educational institution Certificate of Proficiency (Insurance Certificate)

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent

Computer knowledge

Microsoft office :Word ,Excel ,power point and outlook

Recommendations

Contact person Halima Baksha
 Occupation Manager
 Company Clientele Limited
 Telephone number 073 508 8494 / 011 320 3000
 Email address hbaksha@clientele.co.za

Additional information

Your hobbies Music ,swimming and spending time with my family.
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2005-10-00 (19 years)
 Salary you wish R12 000 R per month
 How much do you earn now Unemployed R per month