



# Carla Olivier

Curriculum Vitae (CV)

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

Good day,

My name is Carla and I am currently looking for another job. I've been working as an admin clerk for 2 years now. I started working right after I finished matric.

I am kind, independent, neat, hardworking, punctual, trustworthy and eager to learn.

I have 2 years of admin experience and know a thing or two about the Life insurance industry.

I am a quick learner and ready for any challenge.

I hope you consider me as a candidate.

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      Harrismith  
   Free State

## Contacts and general information about me

Gender    Female

Residential location                              Harrismith  
   Free State

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 2022.01 iki 2023.12**

Company name                                      Sanplex Blouster Finansiele Dienste

You were working at:                              Insurance administrator

Occupation    Admin Clerk

What you did at this job position?      All the companies admin, filing and organising

Working period **nuo 2023.01 iki 2023.12**  
Company name Her Closet Harrismith  
You were working at: Sales administrator  
Occupation Admin Clerk  
What you did at this job position? Clothing sales,invoices,admin and Courier orders

**Education**

Degree Grade 12 / Matric  
Educational institution Harrismith Hoërskool  
Educational qualification Top 10

**Languages**

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

**Computer knowledge**

Excel  
Word  
Common computer knowlage

**Additional information**

Your hobbies Gym  
Spending time with friends and family  
Being outdoors  
Sometimes enjoy a good movie or video game

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2023-00-00 (2 years)

Salary you wish 10 000+ R per month

How much do you earn now 5000 R per month