



# Caroline Francis Muller

Curriculum Vitae (CV)

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

Im honest, hardworking, dedicated, liable and punctual. Im a good team player. Im also a peoples person. I currently do reception, filing clerk, audit legal work, and im also an all rounder, helps where help is needed. I can be an asset to your company. Im still very fit and active. I also love to do events and organise staff functions. I thank you for taking time to read my CV. Stay Blessed.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1967-04-27 (57 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2009.06 iki 2016.08</b>
Company name	Rainbow Finance
You were working at:	Administrators
Occupation	Reception and Filing Clerk
What you did at this job position?	Control the contracts of all OK Furniture and House and Home stores as well as Receptionist

## Education

Educational period	<b>nuo 1986.01 iki 1990.11</b>
Degree	Diploma
Educational institution	Proteaville Tech
Educational qualification	N4

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

**Computer knowledge**

Windows. / microsoft office.

**Recommendations**

Contact person	Hendrieka Gertse
Occupation	Payroll Master
Company	Shoprite headoffice
Telephone number	021-9805402
Email address	Hendriekagertse@shoprite.co.za

Contact person	Candice Lakey
Occupation	Stats Clerk
Company	Rainbow Finance
Telephone number	021-9295408
Email address	Clakey@shoprite.co.za

**Additional information**

Your hobbies	I love outdoor life... Nature... I love good music and a good movie. Love the beach... And i love my church. Most of all, im a single mom, and work and live just for my kids.
Salary you wish	R7000+ R per month
How much do you earn now	R6680 R per month