Karen Petersen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Customer service - handling queries via telephone, fax and email. Reception / switchboard.

Knowledge of Microsoft word and excel, internet and email. Data capture with good speed and accuracy.

Mature , loyal , trustworthy and dependable. Have own reliable transport.

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

Contacts and general information about me

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

Work experience

Working period	**nuo 2005.09 iki 2016.07**
Company name	On the Dot Logistics
You were working at:	Administrators
Occupation	Customer Service Representative (back office)
What you did at this job position?	Handling of queries via telephone , email or fax . Relating to short / over supply, return requests or accounts . Reception and switchboard relieve.

Education

Educational period	**nuo 1998.01 iki 1998.12**
Degree	Grade 12 / Matric
Educational institution	Success College Distance Learning

Languages

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

Computer knowledge

Microsoft word and excel

Book master (in-house system)

Email

Internet

Recommendations

Contact person	Tracy Kirkland
Occupation	Manager
Company	On the Dot Logistics
Telephone number	0834634942

Contact person	Lucien Wyngaard
Occupation	Team Leader
Company	On the Dot Logistics
Telephone number	0832662697

Contact person	Tamsyn Veotte
Occupation	Team Leader
Company	Direct Axis
Telephone number	0722698333

Additional information

Your hobbies	reading, sewing and cooking
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2003-01-00 (21 years)
Salary you wish	13500.00 R per month
How much do you earn now	0.00 R per month