



Magaret Cecilia Simon

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have two ideas for a job:

Trainer, Supervisor or Manager at a company.

1.I was for 22 years in the furniture trade and started as a free lance and climb the leader with hard work and dedication. I was for 12 years a manager and saw how people come and go. Get hired and fired. I analysed it and come to a conclusion that people are de-motivated, there was a lack of training, lack of motivation and manager become "HIGH ON TASK BUT LOW ON PEOPLE".I left Lewis Stores and studied Human Resources at West College 2015-2016. Now I want to make a difference at any company who will give me that opportunity. Motivated people are more productive though.

2.Admin Clerk

Positive Points

Knowledge in operations, finance and stock management. Proven leadership qualities and ability to manage a team. Have management, interpersonal and communication skills. Im deadline driven and is good in problem solving. Im system thinking and make good decisions. Have a sense of urgency, listen to others and motivate people. Operate best under pressure.

Preferred occupation Training
Management, human resources jobs

Preferred work location West Coast
Western Cape

Contacts and general information about me

Day of birth	1975-05-16 (49 years old)
Gender	Female
Residential location	West Coast Western Cape
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 2016.10 iki 2018**
 Company name Kaap Agri
 You were working at: Store person
 Occupation Shop Assistant
 What you did at this job position? Order stock, doing claims, pack shelves, housekeeping and display, merchandising, customer services

Working period **nuo 2013.08 iki 2014.05**
 Company name Lewis Stores
 You were working at: Managers
 Occupation Branch Manager
 What you did at this job position? Manage sales activities to make profit, Oversee sales and financial staff, Implement action plans and policies and procedures. Manage and control equipment, stock, assets and money.

Education

Educational period **nuo 1989.01 iki 1992.11**
 Degree Grade 12 / Matric
 Educational institution Private School St ANN, Matjieskloof
 Educational qualification Matric
 I could work No

Educational period **nuo 2015.01 iki 2016.06**
 Degree Certificate
 Educational institution West Coast College, Malmesbury
 Educational qualification Human Resources Management N4, N5 & N6 Certificates
 I could work Yes. But I didn't get opportunity to finish intern to get diploma.

Languages

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

Computer knowledge

Word
 Excel
 Data Base
 Power point

Conferences, seminars

Customer protection Act

National Credit Act

How to deal with pressure (3 days)

How to priorities (4 days)

How to live and deal with HIV/Aids affected person (5 days)

Recommendations

Contact person	JJ Human
Occupation	Manager (KaaP Agri)
Company	KaaP Agri
Telephone number	022 9131115
Email address	jhuman@kaapagri.co.za

Contact person	Angela MCree
Occupation	Credit Manager
Company	Russells (Branch closed down)
Telephone number	072 442 5641

Additional information

Your hobbies	Outdoor Chess Reading Chilling at home
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-11-00 (11 years)
Salary you wish	R12 000 R per month
How much do you earn now	R5 822 R per month