



Monroe Jacobs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I see myself as a capable and talented Employee who possesses levels of accuracy and attention to detail, good organisational abilities and is able to perform well in a fast paced, demanding environment. I am self motivated, with an enthusiastic and passionate manner about providing good service in everything that I do. I am constantly looking for ways to improve administrative processes to get the administrative tasks done more effectively. I am team player, with commitment to customer service, who possesses a track record of working in various administrative roles, coupled with good computer skills and the ability to communicate confidently at all levels. I make use of a highly organised approach, plenty of initiative and a genuine desire to contribute to the ongoing success of your Office. I have a reputation for delivering high quality, to both junior and senior colleagues.

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

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1992-10-04 (32 years old) |
| Gender | Male |
| Residential location | Overberg 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 2018.03 iki dabar |
| Company name | Glassmen Hermanus (Pty) Ltd |
| You were working at: | Administrators |
| Occupation | Administrator |

Education

Educational period **nuo 2012.06 iki 2014.11**
Degree Diploma
Educational institution Boland College
Educational qualification Human Resource Management

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| Afrikaans | very good | very good | very good |

Computer knowledge

Microsoft Office, Adobe Photoshop, Pastel Partners and Point of Sale

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from 2018-10-00 (6 years)
Salary you wish 12000 R per month
How much do you earn now 6500 R per month