



Sharon Amtay

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Started as a rental agent at Hertz Rent a Car, Cape Town Airport. Appointed as supervisor after two years and a year after running the car park as manager. Strong admin skills obtained with Steinhoff for 13 years, which covers knowledge of debtors, credit notes and voids, age analysis recoveries with a million rand a month as target and minimum of finance involved. Excellent customer service record and running customer and support service departments. Good in making backlog disappear. Trained staff on the system I helped setup in November 2009, via telephone and behind office counters. I'm a self-proclaimed human rights activist, don't care who you are, if you wrong anyone in front of me, I will take you on. I drive myself more than my capabilities and work harder than most people. Complete workaholic. Punctuality and being at work every day is an absolute must. Loyal and honest to the core. Great sense of humor, good team player and excellent leader, but best work performance is when I work alone. Don't do gossip and live by the Ten Commandments of Jesus Christ, it's safer that way. Right now I'm running a non-profit organization and feeding scheme for the sick and poor in my community on a temporary basis in Cape Town, with my 21-year-old son finishing college and my nine-year-old in primary school. Divorced in 2001.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Sutherland Northern Cape

Contacts and general information about me

Day of birth	1972-03-15 (52 years old)
Gender	Female
Residential location	Sutherland Northern 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 2005.07 iki 2018.01**
 Company name Hertz Rent a Car aka Steinhoff and Unitrans
 You were working at: Administrators
 Occupation Senior Custemor & Support Administrator
 What you did at this job position? All custemor queries sorted, and Inhouse support queries solely administered

Education

Educational period **nuo 1983.01 iki 1989.01**
 Degree Grade 11
 Educational institution Valhalla Senior Secondary School
 Educational qualification Grade 11
 I could work Forced to leave school to help single mom earn money

Languages

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

Computer knowledge

Microsoft office software and Adobe and Windows

Conferences, seminars

Have attended seminars and a conference before and was bored out of my mind. Don't like wasting time in meetings if it's not going to be constructive. I prefer to be busy...

Recommendations

Contact person Zainab Davids
 Occupation Manager
 Company Hertz Rent a Car
 Telephone number 0415086600
 Email address zainab@hertz.co.za

Contact person Jerilene Beckett
 Occupation Hr. manager
 Company Hertz Rent a Car
 Telephone number 0219354636
 Email address jerilene@hertz.co.za

Additional information

Your hobbies	Walking, reading and love teaching kids and people about Jesus Christ. Herb and vegetable gardening Knitting and crochet (winter hobby)
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-03-00 (8 years)
Salary you wish	10000 R per month