



Karyn Van Rooyen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated and driven person.

I am a very flexible enthusiastic individual who is willing to work any shift pattern.

I want to increase the depth of my knowledge by applying my skills in a new environment. I want to enhance my knowledge with new skills and contribute what I have already mastered. I also believe that the right opportunity is important for growth as a person. I am currently handling complains from punters,doing the marketing for the company planning events taking pictures when necessary. On a daily basis I work with incoming emails (answering). Handling phone calls daily , I do basic admin and data capturing and filing, handling meetings taking minutes,liaising with management sending daily and weekly reports.

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1995-08-12 (29 years old)
Gender	Female
Residential location	Port Elizabeth Eastern 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

Additional information

Salary you wish	10000 R per month
How much do you earn now	8000 R per month