



Marianne Kuik

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day

I am writing you regarding your job opening.

Throughout my career I have demonstrated high levels of service and commitment to any organization I have worked for.

I have over 30 years of experience in various admin departments as well as reception duties. Can complete multiple tasks confidently. I am able to work independently as well as in a team enviroment.

I am a fast learner and any extra training is always welcome.

Some of my skills:-

Adaptability

Deadline Driven

Integrity

Problem Solving

I believe that I would make a valuable asset to a work team and offer you my resume for review.

Thanking you in advance

MARIANNE KUIK

Preferred occupation

Data Capturer

Other jobs

Receptionist

Other jobs

Admin Assistant

Other jobs

Preferred work location East Rand
Gauteng

Contacts and general information about me

Gender Female

Residential location East Rand
Gauteng

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 2019.08 iki 2019.10**

Company name CPBM Motors

Occupation Receptionist. Client liasing. Data Capturing. Ordering of spares

What you did at this job position? Liaised with customers. Filing. Answer telephone. Invoicing.
General office admin.

Working period **nuo 1997.02 iki 2006.03**

Company name Ivory Industrials Pty Ltd

You were working at: Secretaries

Occupation Secretary to Contracts Manager. Wage Clerk.

What you did at this job position? Typing of correspondence. Data Capturing. Weekly Wages.
Filing. Screening Calls. Ordering of Consumables.

Working period **nuo 2007.05 iki 2008.06**

Company name Dollar Thrifty Car Rentals

You were working at: Other jobs

Occupation International Car Rental Agent

What you did at this job position? Liaising with international customers. Booking og vehicles fir
international customers and tour groups.

Education

Educational period **nuo 1977.01 iki 1980.12**

Degree Grade 11

Educational institution Highschool Carletonville

Educational qualification General studies - grade 11

Educational period **nuo 1994.08 iki 1994.10**

Degree Certificate

Educational institution Hartwell Business Institute

Educational qualification Entry level - Bookkeeping and Accounts

Educational period **nuo 2010.07 iki 2010.08**
 Degree Diploma
 Educational institution Sunray Beauty School
 Educational qualification Manicure and Pedicure course

Languages

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

Computer knowledge

Microsoft word

Recommendations

Contact person Gerda Nolan
 Occupation International Call Centre Manager
 Company Dollar Thrifty Car Rentals
 Telephone number 0824333364

Contact person Mr. C. Pretorius
 Occupation Ower
 Company CPBM Motors
 Telephone number 0720499608

Additional information

Your hobbies Animal Welfare
 Arts and crafts
 Interior decorating

Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 1994-06-00 (30 years)
 Salary you wish 7000 R per month
 How much do you earn now 6000 R per month