



# Georgia Barnard

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for something that i can show my worth in, i am a hard worker and always go the extra mile. I'm a loyal person that needs to provide for my family. i am self motivated, i can work on my own as well as in a team. I'm a team player that can take the lead anytime

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
	<b>Operations Clerk</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
Preferred work location	<b>West Rand</b> Gauteng

## Contacts and general information about me

Day of birth	1988-01-19 (36 years old)
Gender	Female
Residential location	<b>West Rand</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2006.03 iki 2008.04**  
 Company name Executive Building cleaners  
 You were working at: Receptionist  
 Occupation Receptionist / credit control  
 What you did at this job position? general admin duties, general reception duties, coordinating of managers trip sheets, credit control duties

Working period **nuo 2011.04 iki 2016.01**  
 Company name Sunshine Cash & Carry / Masscash  
 You were working at: Manager  
 Occupation Junior Buyer  
 What you did at this job position? Bulk stock ordering, invoicing, stock receiving, stock taking, liasing with reps and suppliers, assistant to store manager , general admin duties

Working period **nuo 2016.03 iki 2020.08**  
 Company name Fidelity Security Services  
 You were working at: Administrators  
 Occupation National account administrator  
 What you did at this job position? liasing directly with client, monthly schedules, calander managment, monthly reports to clients, sales orders, credits, assisting on various other projects

**Education**

Educational period **nuo 2000.01 iki 2005.12**  
 Degree Grade 12 / Matric  
 Educational institution Hoërskool Roodepoort  
 Educational qualification Grade 12  
 I could work immediatly

**Languages**

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

**Computer knowledge**

Microsoft Word, Excel, Powerpoint  
 Adobe  
 Arch Technology Solutions  
 Guardtek App

**Recommendations**

Contact person	George Theodosiou
Occupation	Director
Company	Sunshine Cash & Carry
Telephone number	011 763 1205
Email address	admin.electron@masscash.co.za

Contact person	Clive
Occupation	Store Manager
Company	Liquor City
Telephone number	011 675 0493

Contact person	Ansie Le Roux
Occupation	General Manager
Company	Fidelity Security Services
Telephone number	011 375 1602
Email address	AnsieL@fidelitysecurity.co.za

#### Additional information

Your hobbies	Cooking Reading Gardening Socializing with friends and family spending time with my children
Driver licenses	None
Salary you wish	13000 R per month
How much do you earn now	11000 R per month