Curriculum Vitae: Teopoline Simon

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|  | **Career Summary:** | a commitment to customer service through a 2 year work experience in various possess the ability to communicate confidently at all levels. With a reputation l service at my work, I possess plenty of initiative and a great desire to the m being highly organized, I believe my strong background and experience in a  a greater asset for your organization |
| I am a self-driven lady, team player with |
| receptionist/administrative roles , who |
| for delivering high quality and persona |
| ongoing success of any office. Apart fro |
| customer focused environment makes me |
| **Citizenship:** Namibian | Work experience  2018 January to present  **Receptionist/ Sales consultant:Michael spare parts cc**   * Greeting and directing visitors, answering phone and handling complaints in a courteous manner * Ensures office supplies are maintained * Manage office supplies stock and place orders * Experience with office management software like MS Office (MS Excel and MS Word, specifically * Ability to multitask * Strong communication skills * Basic bookkeeping experience, especially in accounts |
| **ID No**: 97100700353 |
| **Cell phone**: +264 857772603/ 0816845409 |
| **E-Mail:** [simonteopoline@gmail.com](mailto:simonteopoline@gmail.com) |
| **Physical address**: |
| ERF 2949 Omuryambabi street |
| Windhoek; Namibia . |
| P.O.Box 61193, katutura , Namibia |
| Skills Highlights |
| * Team player * Effective communicator * Ability to work under pressure * Active listener; |
| * Critical thinker; |
| * And computer literate |