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 aa 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
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| **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;
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| * Critical thinker;
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| * And computer literate
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