NAME KAREN VENESIA

SURNAME JOSEPH

DATE OF BIRTH 4TH FEBRUARY 1966

ADDRESS 70 HOWARD DRIVE

NORTH PINE

CONTACT NRS 0835822191 / 021 9822185

DRIVERS LICENSE CODE 08

OWN TRANSPORT YES

CRIMINAL RECORD NO

DEPENDANTS 0

MARITAL STATUS MARRIED

EMAIL ADDRESS Karen.joseph16@yahoo.com

EDUCATION BISHOP LAVIS SENIOR SECONDARY SCHOOL

HIGHEST GRADE PASSED GRADE 12

SUBJECTS AFRIKAANS, ENGLISH, TYPING, BUSINESS ECONOMICS,

HISTORY, ACCOUNTANCY

EMPLOYMENT DETAILS

COMPANY NAME DISTRICT SURGEON

POSITION MEDICAL SECRETARY

DATE FEBRUARY 1986 – NOVEMBER 1996

DUTIES Reception, filing, switchboard operator, booking of

Hospital appointments, typing of medical reports,

Monthly stats and reports, stock control,

COMPANY NAME JUNKMAIL PUBLISHING

POSITION SALES CONSULTANT

DATE APRIL 2000- APRIL 2001

DUTIES Calling new clients to advertise in newspaper,

Data capturing of ads , filing, admin duties,transfer of

Incoming calls. Servicing existing clients.

COMPANY NAME AMAZING VOUCHERS

POSITION TELESALES CONSULTANT

DATE JUNE 2002 -JUNE 2003

DUTIES SELLING VOUCHERS TO CLIENTS, ADMIN DUTIES

COMPANY NAME FOSCHINI GROUP

POSITION CALL CENTRE AGENT

DATE MAY 2004- JULY 2006

DUTIES Data capturing of new accounts, credit vetting

Employment verification,

Transfer to Sterns / American Swiss

POSITION ADMIN CLERK

DATE AUGUST 2006 – FEBRUARY 2008

DUTIES Capturing of purchase orders for accounts payable,

Local and International suppliers, Jewellery Images,

Stock taking, Transfers between accounts, queries

Preparing jewellery for marketing shoots

COMPANY NAME CELL 2 CELL

POSITION TELESALES AGENT

DATE JUNE 2008 – JUNE 2009

DUTIES Calling clients for contract airtime, admin duties

COMPANY NAME ARCADIA HOME SHOPPING

POSITION DATA CAPTURER

DATE DECEMBER 2009 – APRIL 2010 (CONTRACT)

DUTIES Datacapturing of competition entries

COMPANY NAME INTERNATIONAL COLLEGES GROUP

POSITION STUDENT ADVISOR/Inbound call centre

DATE MAY 2010 - JULY 2012 (CONTRACT)

DUTIES Assisting students , direct query to the relevant

Department, printing and faxing of reports, parcel

Tracking of study material, respond to queries via

Email,

TRANSFER TO REGISTRATIONS DEPARTMENT

POSITION STUDENT ADVISOR /OUTBOUND CALL CENTRE AGENT

DATE JUNE 2011 – JULY -2012

DUTIES Welcoming of new students to college, checking all

Documents and entry requirements, sharing course

Information with students, update details on system.

Advise students of important information .

REASON FOR LEAVING Contract Expired

REFERENCES International colleges group

Quinton Meiring Team Manager

021 4176700