






KAREN-KRISTIE KARIGAMBE

ADMINISTRATOR

I am a professional administrator with three years of experience in office administration. Strong creative and analytical skills. Team player with an eye for detail.

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 9 Eastleigh Avenue, Sandton

SKILLS

- Sage Pastel
- MSPowerpoint
- MS Excel
- MS Outlook
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

EDUCATION

SECONDARY SCHOOL

Wise Owl High School
2014-2018

LANGUAGE

English
Shona

EXPERIENCE

OFFICE ADMIN

RACE!

2022 - Present

- Quoting and Invoicing work done
- Order all necessary parts
- Manage phone calls and correspondence
- Manage multiple projects simultaneously using analytical skills
- Support bookkeeping and budgeting procedures

ADMIN ASSISTANT

Renew My Car

2021 - 2022

- Tracked records to faster office efficiency
- Provide ease of access and navigation for important data compiling
- Kept office supplies well organized and sufficiently stocked