

PRIVATE AND CONFIDENTIAL

INTRODUCING

CURRICULUM VITAE

OF

KAREN BOTHMA

PERSONAL DETAILS

SURNAME	:	BOTHMA
FIRST NAME	:	KAREN
HOME ADDRESS	:	62 MOOIFONTEIN ST BIRCH LEIGH KEMPTON PARK 1618
POSTAL ADDRESS	:	62 Mooifontein weg Birchleigh 1618
CONTACT NUMBER	:	(011) 391-2347 081 483 5943
DATE OF BIRTH	:	14-11-1975
SEX	:	FEMALE
IDENTITY NUMBER	:	7511140188086
MARITAL STATUS	:	MARRIED
DEPENDANTS	:	1
NATIONALITY	:	SOUTH AFRICAN
HOME LANGUAGE	:	AFRIKAANS
OTHER LANGUAGES	:	ENGLISH
HEALTH	:	EXCELLENT
CRIMINAL OFFENCES	:	NONE
NOTICE PERIOD	:	MONTH
RELIGION	:	CHRISTIAN
VALID LICENCE	:	CODE 08

EDUCATIONAL QUALIFICATIONS

LAST SCHOOL ATTENDED : BELFAST HIGH
BELFAST

HIGHEST STANDARD PASSED : STD 9

YEAR : 1992

SUBJECTS :

- AFRIKAANS
- ENGLISH
- HOME ECONOMICS
- GEOGRAPHY
- BIOLOGY
- TYPING

EMPLOYMENT HISTORY

PRESENT EMPLOYER

NAME OF COMPANY : Megachicks Clayville

COMPANY ADDRESS : 42 Hoof rd, Clayville

DATE OF EMPLOYMENT : 26 March 2021- Current

POSITION : Assistant Manager

MAIN RESPONSIBILITIES : Admin, data capturing, phone answering,
Ordering of stock and receiving, supervisor
Managing of staff.

REASON FOR LEAVING : -

PREVIOUS EMPLOYER

NAME OF COMPANY : Babbelbekkie Bussie (Self-employed)
COMPANY ADDRESS : 62 Mooifontein weg.
DATE OF EMPLOYMENT : 01 Feb 2011 - Current
POSITION : OWNER
MAIN RESPONSIBILITIES : Transporting children to and from school.
REASON FOR LEAVING : -

PREVIOUS EMPLOYER

NAME OF COMPANY : Birch Leigh Aftercare
COMPANY ADDRESS : 47 Boekenhout str, Birch Leigh Noord
DATE OF EMPLOYMENT : 15 February 2008 – 16 December 2010
POSITION : Head Mistress
MAIN RESPONSIBILITIES : Running of the Aftercare, Making meals,
Supervising Staff and children school homework,
Running of Tuck-shop, and receiving of monies.
REASON FOR LEAVING : Aftercare closing down.

PREVIOUS EMPLOYER

NAME OF COMPANY : L R PLASTICS
COMPANY ADDRESS : 50 HERMANSTREET, UNIT J9, ROETE 24
MEADOW DALE

DATE OF EMPLOYMENT : 24 November 2006 – 28 September 2007

POSITION : RECEPTION

MAIN RESPONSIBILITIES : Receptionist/ Girl Friday, Opening and closing of Office, numerous other duties and handling cash. Liaising with customers and salesrepresentatives.

REASON FOR LEAVING : Unforeseen circumstances,

PREVIOUS EMPLOYER

NAME OF COMPANY : CHRISCO INTERNATIONAL
LA VIE PERFUME

COMPANY ADDRESS : KEMPTON PARK

DATE OF EMPLOYMENT : JULY 2002 – AUGUST 2003

POSITION : SALES AND MARKETING

MAIN RESPONSIBILITIES : SALES
MARKETING
TRAINING

REASON FOR LEAVING : CHANGE OF OWNERSHIP

PREVIOUS EMPLOYER

NAME OF COMPANY : VEGILAND

COMPANY ADDRESS : PIETERSBURG

DATE OF EMPLOYMENT : AUGUST 1999 – APRIL 2000

POSITION : SHOP ASSISTANT (SUPERVISOR)

MAIN RESPONSIBILITIES :
➤ ORDERING
➤ RECEIVING
➤ LIMITED ADMIN

REASON FOR LEAVING : COMPANY CLOSED

PREVIOUS EMPLOYER

NAME OF COMPANY : WELKOM KAFEE
COMPANY ADDRESS : BELFAST
DATE OF EMPLOYMENT : JULY 1997 – NOVEMBER 1997
POSITION : CASHIER
MAIN RESPONSIBILITIES : TOTAL CAFEE DUTIES
REASON FOR LEAVING : HUSBAND WAS TRANSFERRED

PREVIOUS EMPLOYER

NAME OF COMPANY : BOSWELL WILKIE CIRCUS
COMPANY ADDRESS : TRAVELLED
DATE OF EMPLOYMENT : MAY 1994 – JULY 1996
POSITION : SECRETARY
MAIN RESPONSIBILITIES :
➤ SECRETARY TO MARKET MANAGER
➤ TICKET SALES
➤ POSTING SHOPS
➤ ARRANGING FOOD FOR ANIMALS
AND 200 SAFF MEMBERS
REASON FOR LEAVING : START FAMILY

REFERENCES

COMPANY : MEGACHICKS
NAME OF REFEREE : MR. L FERREIRA
DESIGNATION : EMPLOYEE
CONTACT NUMBER : 087 094 3100

COMPANY : VEGILAND
NAME OF REFEREE : MR. T. JARDIM
DESIGNATION : EMPLOYEE
CONTACT NUMBER : 082 554 3349

COMPANY : BOSWELL WILKIE CIRCUS
NAME OF REFEREE : MR. R. WILKIE
DESIGNATION : EMPLOYEE
CONTACT NUMBER : 016 365 5330

COMPANY	CHRISCO INTERNATIONAL
NAME OF REFEREE	MR C. KOTZE
DESIGNATION	CO – OWNER/ MD
CONTACT NUMBER	082 931 2966

COMPANY	BIRCH LEIGH NASKOOL
NAME OF REFEREE	MRS E. STRAMROODT
DESIGNATION	OWNER
CONTACT NUMBER	0832754599