



# Wilhelmina Jacoba Adriaanse

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a hard worker and work well under pressure. Have good communication skills and customer care. I am well organised in office administration and managing an office. I have computer skills in MS word and MS excel and have great knowledge in office equipment. I like to set personal goals for myself and work hard to achieve it.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1975-12-05 (50 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.02 iki 2021.02</b>
Company name	Maja pre primary school
You were working at:	Project manager
Occupation	Principa and Gr. R teacher
What you did at this job position?	Manage office, staff, income and expenses, stock control, meetings
Working period	<b>nuo 2003.01 iki 2016.12</b>
Company name	Bambi pre primary school
You were working at:	Project manager
Occupation	Principal and Gr. R teacher
What you did at this job position?	Managing office, staff, income and expenditures, salaries, meetings

## Education

Educational period	<b>nuo 2008.01 iki 2008.12</b>
Degree	Certificate
Educational institution	Custoda trust
Educational qualification	NQF level 4
I could work	?

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	very good	very good	very good

## Computer knowledge

MS Word and MS Excel

## Conferences, seminars

N/A

## Recommendations

Contact person	Linda da Costa
Occupation	Former employer
Company	Maja pre primary school
Telephone number	0820822678
Email address	majapreprimary@gmail.com
Contact person	Pastor Jos Steenvat
Occupation	Pastor
Company	El Gibbor bikers church
Telephone number	0833255544

## Additional information

Your hobbies	Reading, knitting, needle work
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-02-00 (19 years)
Salary you wish	12000 R per month
How much do you earn now	00 R per month