



Jacoba Jansen Van Vuuren

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for reception work. I'm self-taught using word Excel PowerPoint and outlook

Preferred occupation	Secretaries Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1980-06-19 (45 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.09 iki 2021.04
Company name	OTTC
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	Filling. Answering phones and emails. Arrange coffee and tea for guests. Making all files that is needed

Education

Educational period	nuo 1987.01 iki 2000.11
Degree	Grade 12 / Matric
Educational institution	Coligny high school
Educational qualification	Senior certificate
I could work	Immediate

Languages

Language	Speaking level	Understanding level	Writing level
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English

good

good

good

Computer knowledge

Self-taught using word Excel PowerPoint and outlook

Recommendations

Contact person	Isolde Dobelin
Occupation	Receptionist
Company	OTTC
Telephone number	011 816-2580
Email address	info@ottc.co.za

Additional information

Your hobbies	Reading Relaxing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-11-00 (5 years)
Salary you wish	12000 R per month
How much do you earn now	10000 R per month