

Melissa Laubscher

Curriculum Vitae (CV)

What job i'm looking for? My positive points

1. Looking for any Administration Position / Filing Clerk.
 2. Love working with people and can work on my own. #teamplayer.
 3. Very organised person.
 4. Very friendly and helpful and funny person.
 5. I take my work seriously.
 6. Very hands on person and can do just about anything.
 7. I am a quick learner and up for any challenges that comes my way.
 8. I am a very understanding person.
 9. I am willing to learn new skills that the company may offer.
 10. I am hardworking and reliable and trustworthy and honest and easy to work with.
 11. I try my best to be a good problem solver.
 12. I try my best to come up with solutions and think out of the box before asking for assistance.

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1991-03-14 (34 years old)

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period	nuo 2021.07 iki 2021.09
Company name	Gerry's Genset (Pty) Ltd
You were working at:	Electricians
Occupation	Administrative
What you did at this job position?	Quotations, Invoices, Follow Ups, Phoning for Suppliers on Parts and Generators, Dealing with Customers, Sending and Responding to E-mails, Opening Job Cards for Workshop.
Working period	nuo 2019.03 iki 2019.07
Company name	Auto Glen BMW (Pty) Ltd
You were working at:	Auto mechanics
Occupation	Filing Clerk
What you did at this job position?	Filing of Job Cards
Working period	nuo 2013.01 iki 2017.09
Company name	Alberante BMW
You were working at:	Auto mechanics
Occupation	Administrative Assistant
What you did at this job position?	Auditing on internal Job Cards. Clocking time sheets for staff. First Aid-er. Basic Admin. Scanning of Job Cards. Filing. Taking care of I.O.D.

Education

Educational period	nuo 2020.01 iki 2020.07
Degree	Grade 12 / Matric
Educational institution	LAÉD Private Academic Excellence
Educational qualification	Grade 12
I could work	Yes.
Educational period	nuo 2021.01 iki 2021.07
Degree	Grade 12 / Matric
Educational institution	Homeschooling
Educational qualification	Grade 12
I could work	Yes

Languages

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

Computer knowledge

Excel and Word and basic computer skills.

Additional information

Your hobbies	<ol style="list-style-type: none">1. Love seeing new places and meeting new people2. Love playing pool with friends and family.3. Biker Club - Pneuma's.4. Love being at home and spending quality time with family #familyperson.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-10-00 (8 years)
Salary you wish	+ R 5500.00 R per month
How much do you earn now	R 0.00 R per month