



# 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. #teampayer.
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)
Gender	Female
Residential location	Johannesburg Gauteng

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	1. Love seeing new places and meeting new people 2. 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