

# Joyceline Bonita Jantjies

## Curriculum Vitae (CV)

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

I am looking for a administrative or managerial job that can show my for potential. I have great leadership skills, am innovative, I have good problem solving skills. I do love to learn and explore my abilities. I have a degree in Psychology and am busy obtaining my honours degree at Unisa.

Preferred occupation **Filing clerk**  
Administrative jobs

## Claims manager Administrative jobs

Preferred work location Kimberley  
Northern Cape

## **Contacts and general information about me**

Day of birth 1972-12-31 (53 years old)

Residential location Kimberley  
Northern Cape

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

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

## Work experience

Working period **nuo 2018.06 iki 2022**

Company name PricewaterhouseCoopers

You were working at: Administrators

Occupation Filing Clerk

What you did at this job position? Record Management, relief receptioning and administration

## Education

Educational period	<b>nuo 1991.01 iki 1991.10</b>
Degree	Grade 12 / Matric
Educational institution	Pescodria High
Educational qualification	Matric
I could work	no
 Educational period	<b>nuo 2017.06 iki 2018.06</b>
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Higher Certificate in Records and Archives
I could work	PwC
 Educational period	<b>nuo 2018.07 iki 2021.10</b>
Degree	Degree
Educational institution	University of South Africa
Educational qualification	BA (Health and Social Science) Psychological Counseling
I could work	PwC

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent

### **Computer knowledge**

Can work on excel, word, powerpoint, windows office and Adobe.

### **Conferences, seminars**

N/A

### **Recommendations**

Contact person	Kevan Moodley
Occupation	Partner at Pwc
Company	PricewaterhouseCoopers
Telephone number	(053)8079202
Email address	kevan.moodley@pwc.com

### **Additional information**

Your hobbies	Swimming, walking and sewing
Driver licenses	None
Salary you wish	R20 000 R per month
How much do you earn now	R8 500 R per month

