



# Liezel Breedt

Curriculum Vitae (CV)

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

I am looking for an Administrative Position.

I work as a Secretary at a Law Firm for the past 14 years.

I am a very positive person.

I am very passionate about my work.

I have good work ethic.

I can work under pressure.

I have good communication skills.

Preferred occupation

Secretaries

Administrative jobs

Administrators

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

## Contacts and general information about me

Day of birth

1977-06-17 (46 years old)

Gender

Female

Residential location

Delmas  
Mpumalanga

Telephone number

*Information is available only for registered users.*  
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## Work experience

Working period	<b>nuo 2008.02 iki 2022.06</b>
Company name	Murray Kotze and Associates
You were working at:	Lawyers
Occupation	Secretary
What you did at this job position?	I was the boss' personal assistant. I did all litigation work

### Education

Educational period	<b>nuo 1991.01 iki 1994.12</b>
Degree	Grade 12 / Matric
Educational institution	Oos Moot High school
Educational qualification	Senior Certificate

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

### Computer knowledge

I did my MS Office course at Computer Training College in Hatfield, Pretoria in 1996.

I passed my MS Office course with 96%.

### Recommendations

Contact person	Murray Kotze
Occupation	Lawyer
Company	Murray Kotze and Associates
Telephone number	0824999149
Email address	Murray@mkalaw.co.za

### Additional information

Your hobbies	I like the outdoors. I like to read. I love spending time with my family. I like to myself busy.
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	10000 R per month