



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 (48 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	nuo 2008.02 iki 2022.06
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	nuo 1991.01 iki 1994.12
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