



Liesl Roode

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a work-from-home data capture job or half day admin job. I have a valid drivers license and am eager to learn. I work well alone as well as in a team.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1975-06-19 (50 years old)
Gender	Female
Residential location	Northern Suburbs Western 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 1993.01 iki 1993.11
Company name	Jeral Distributors
You were working at:	Other jobs
Occupation	Invoice Clerk
What you did at this job position?	INVOICING: Completed invoices on in-home programme when reps brought or faxed in their orders for pharmacies and other companies that used the products that Jeral stocks, then sent invoices to the store room to have the orders filled. FILING: Filing of all invoices and original orders. TYPING: Typing of letters and memos.

Working period **nuo 1994.01 iki 1998.07**

Company name S.A. Navy

You were working at: Other jobs

Occupation Personnel clerk

What you did at this job position? TYPING: Typing of minutes, memos and other internal, confidential documents. FILING: Filing of personnel files and documents pertaining to personnel. LEAVE ADMINISTRATION: Completed leave application forms, kept records of the amount of leave each person had, when leave was taken and availability. S&T (subsistence and transport allowance) ADMINISTRATION: Made sure all relevant forms were completed before personnel went on courses in order for them to receive their allowances; completed forms on their return on receipt of any cash receipts and invoices in order for them to be compensated. INJURY ADMINISTRATION: Completed relevant forms with regards to injuries sustained on and off duty, followed up on all injuries to ensure all paperwork was finalised. GENERAL OFFICE ADMINISTRATION: Ensured that there was enough stationary in the office, answered telephones, made copies, sent faxes and emails.

Working period **nuo 2000.12 iki 2008.02**

Company name Grandwest Casino (Sun International)

You were working at: Other jobs

Occupation Tables Inspector

What you did at this job position? Supervising and monitoring tables games. Recording cash buy-ins and tracking value chips of floats between R50 000 and R3 000 000. Accurate recording and capturing of table financials on an in-house programme. Mental arithmetic when calculating costs of bets and change to be given. (No aides used). Ensuring employees and following and enforcing company procedures and that standards are maintained. Coaching and mentoring. High level of customer service through guest relations training received from Sun International. Assisting customers with their requests -ranging from basic to impossible requests. Handling difficult and/or intoxicated customers in a firm and assertive manner while remaining professional. Dealing American Roulette, Blackjack, Poker and Punto Banco if required. When dealing games I physically handled and counted cash and exchanged it for value chips.

Education

Educational period **nuo 1988.01 iki 1992.12**

Degree Certificate

Educational institution Princeton Senior Secondary School

Educational qualification Matric certificate

Languages

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

Computer knowledge

Working and proficient knowledge of MS Windows, Word, Excel, PowerPoint and Outlook.

Recommendations

Contact person	Mrs Grizelda van der Rede
Occupation	Senior Invoice Clerk
Company	Jeral Distributors
Telephone number	083 398 3116
Email address	ngvanderrede@mweb.co.za

Contact person	Amanda van der Merwe
Occupation	Assistant Shift Manager
Company	Grandwest Casino
Telephone number	082 821 7252

Additional information

Your hobbies	I love reading, watching YouTube videos and listening to music. I love spending time with my kids and husband.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-01-00 (5 years)
Salary you wish	8000 R per month