



# Welie Gift Jacobs

Curriculum Vitae (CV)

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

Am looking for Office Administration Assistant job and General job as Librarian Assistants

My Positive points

My ability to overcome others negative thoughts on me and taking up any challenges that were thrown on me and finishing those challenges is my positive points.

Preferred occupation                      Personal assistant  
   Administrative jobs

Generals  
General jobs

Preferred work location                      Embalenhle  
   Mpumalanga

## Contacts and general information about me

Day of birth                                      1993-06-20 (32 years old)

Gender    Male

Residential location                              Balfour  
   Mpumalanga

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 2020.04 iki 2021.09**

Company name                                      Blueskies Fresh Produce Company Pty Ltd

You were working at:                              Retail manager

Occupation    Intern Office Administration

What you did at this job position?      At this job I was capturing data Numeric alphabetical,copies and answering company calls ect

## Education

Educational period **nuo 2008.01 iki 2015.11**  
 Degree Grade 11  
 Educational institution Isifisoethu Secondary School  
 Educational qualification Grade 11  
 I could work General Assistant

Educational period **nuo 2017.01 iki 2019.12**  
 Degree Some Schooling  
 Educational institution Gert Sibande Tvet College (Balfour Campus)  
 Educational qualification Level 2 and 3 Academic results  
 I could work Office Admin Assistant

#### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	very good	very good
Sesotho	basic	good	basic

#### Computer knowledge

Microsoft Office  
 -Ms Word  
 -Excel  
 -Powerpoint  
 -Publisher

#### Conferences, seminars

Office Administration

#### Recommendations

Contact person Whydu Dhlamini  
 Occupation Human Resource  
 Company Blueskies Fresh Produce Pty Ltd  
 Telephone number 017 773 0864  
 Email address jackie@blue-skies.co.za

#### Additional information

Your hobbies -Reading  
 -Drawing (Fine Art) A3, A4 Potrait  
 Driver licenses None  
 Salary you wish 4000 R per month  
 How much do you earn now 3000 R per month

