



Jennefer Van Coller

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for receptionist or Personal assistant job or anything else.

I am a flexible, reliable, self-motivated, responsible and hard-working person. I am a mature team worker

and adaptable to all challenging situations. I am able to work well both in a team environment as well as

using my own initiative. I am able to work well under pressure and adhere to strict deadlines.

Should you hire me, I will keep your company`s name high and go the extra mile in everything I do.

Preferred occupation Receptionist
Administrative jobs

Personal assistant
Administrative jobs

Preferred work location Krugersdorp
Gauteng

Randfontein
Gauteng

Contacts and general information about me

Day of birth 1993-02-11 (31 years old)

Gender Female

Residential location Randfontein
Gauteng

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 2019.01 iki 2023.06**

Company name Rain South Africa

You were working at: Other jobs

Occupation Property Liaison Administrator

What you did at this job position? Property Liaison Administrator

Working period **nuo 2015.01 iki 2018.12**
 Company name Gentle Care
 You were working at: Optical assistant
 Occupation Caregiver
 What you did at this job position? Took care and assist the terminal ill patients with medical help (non-profit organization)

Working period **nuo 2012.01 iki 2014.12**
 Company name Day Care
 You were working at: Day care mother
 Occupation Manager
 What you did at this job position? Overlooking the care of young babies and toddlers

Education

Educational period **nuo 2007.01 iki 2011.12**
 Degree Grade 12 / Matric

Languages

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

Computer knowledge

Excel
 Outlook
 Office
 Computer Literacy
 Windows
 Microsoft Office

Conferences, seminars

First Aid Lever 1 (Certificate expired)

Recommendations

Contact person Thabo Sekoblea
 Occupation Managing Director
 Company Rain South Africa
 Telephone number 0723948317
 Email address thabo@rain.co.za

Contact person	Ivonne Gentle
Occupation	CEO
Company	Gentle Care
Telephone number	0828991632
Email address	ivonne.telkom@sa.net

Contact person	Caroline
Occupation	Owner
Company	Day Care
Telephone number	0795480529
Email address	caroline@gmail.com

Additional information

Your hobbies	Sports Reading Cooking Formula 1 Quality time with my family Swimming
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	20000 R per month