



Jolene De Beer

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a administrative position where my skills, knowledge and expertise already gained through my work experiences to date, can be applied and further professional development can be achieved.

My positive points are the following:

- I'm a fast learner.
- I'm straightforward
- Forward thinking
- Excellent communication skills
- I'm detailed oriented and attractive

Preferred occupation

Personal assistant
Administrative jobs

Front Desk Agent
Administrative jobs

Receptionist
Administrative jobs

Contacts and general information about me

Day of birth	1999-02-15 (26 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
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 2023.12 iki 2024**

Company name Bassopa Tracking

You were working at: Receptionist

Occupation Administrator/ Receptionist/ Personal Assistant

What you did at this job position? At this company, I had to manage our technicians schedule, communicate with clients regarding their account and other queries. I manage the office to ensure we have all the supplies necessary to complete our task. These are but a few of my responsibilities at my current role.

Languages

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

Computer knowledge

I am efficient with word and excel.

I'm always eager to learn and further my knowledge.

Conferences, seminars

N/A

Additional information

Your hobbies I like reading and hiking.
Spending time with family and friends are very important to me.
I love cooking and baking.

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2017-03-00 (8 years)

Salary you wish 10000 R per month

How much do you earn now 6000 R per month