



Juane Werner

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Detail-oriented and highly organized administrative and finance professional with a strong background in financial management, office administration, and operational support. With a solid foundation in budgeting, reporting, and compliance, I bring a proactive approach to streamlining processes, improving accuracy, and supporting strategic decision-making.

Known for my reliability, integrity, and ability to manage multiple responsibilities with efficiency and precision. I excel at maintaining financial records, coordinating office operations, and ensuring seamless day-to-day functioning in dynamic work environments.

What truly drives me is a passion for continuous learning and growth. I actively seek out opportunities to expand my knowledge, embrace new technologies, and adapt to evolving challenges—believing that staying curious is key to staying effective.

I'm excited to contribute to a forward-thinking organization where I can add value, grow professionally, and support business goals through strong administrative and financial stewardship

| | |
|-------------------------|-----------------------------|
| Preferred occupation | Accountants Finance jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 2005-05-24 (20 years old) |
| Gender | Female |
| Residential location | Johannesburg 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 2022.01 iki 2023.08**
 Company name FIRSTHELP
 Occupation Admin, Receptionist, Customer Service, Complains Department
 What you did at this job position? Answered calls, Captured data, money in bank, filing, face to face consultation

Working period **nuo 2024.06 iki 2024.11**
 Company name Nu Wagon Autobody
 Occupation Admin, Receptionist
 What you did at this job position? Answered calls, taking work in progress photos, updates, booking in vehicles

Education

Educational period **nuo 2019.01 iki 2021.12**
 Degree Grade 10

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | fluent | fluent | fluent |

Computer knowledge

Tech-savvy and detail-oriented professional with hands-on expertise in Microsoft Windows, Excel, and general computer operations, bringing strong support to administrative and finance functions. Skilled in data entry, financial tracking, spreadsheet management, and digital organization, I bring accuracy, speed, and efficiency to every task.

Proficient in advanced Excel functions, including formulas, pivot tables, VLOOKUP, and data analysis, I help simplify complex information for better decision-making. My solid grasp of Windows operating systems enables me to troubleshoot common IT issues, support team productivity, and ensure smooth day-to-day operations.

I take pride in being a quick learner who thrives on mastering new tools, systems, and technologies. My passion for continuous improvement and innovation allows me to adapt quickly and deliver results in fast-paced environments.

Ready to contribute to a forward-thinking team where my tech skills, administrative strengths, and eagerness to learn can make a meaningful impact.

Recommendations

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|------------------|----------------------|
| Contact person | Thasha-Lee Joubert |
| Occupation | Manager |
| Company | Nu Wagon |
| Telephone number | 0652219338 |
| Email address | admin1@nuwagon.co.za |

Additional information

| | |
|--------------------------|---|
| Your hobbies | Nails Makeup Hair Fashion cooking baking |
| Driver licenses | None |
| Salary you wish | 10000 R per month |
| How much do you earn now | 7800 R per month |