



Wiehan Du Plessis

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an office based role where I can apply my administrative and organizational skills, ideally in reception, admin, or a support position where I can also interact with clients and assist with day-to-day operations. I enjoy structured work, problem-solving, and being part of a team that keeps things running smoothly.

Some of my positive points are that I am reliable, detail-oriented, and adaptable. I communicate well with people, both in person and over the phone, and I'm confident in handling tasks like managing schedules, processing documents, and assisting clients. I also pride myself on being motivated and willing to learn, which means I can quickly adjust to new systems and environments.

Preferred occupation

Car drivers
Driver jobs

Sales representative
Sales jobs

Sales consultant
Sales jobs

Sales administrator
Sales jobs

Salesperson
Sales jobs

Administrators
Administrative jobs

Secretaries
Administrative jobs

Customer care agent
Administrative jobs

Receptionist
Administrative jobs

Operations Clerk
Administrative jobs

Personal assistant
Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent
Administrative jobs

Data capturers
Administrative jobs

Preferred work location

Kimberley
Northern Cape

Overberg
Western Cape

Witbank
Mpumalanga

Middelburg
Mpumalanga

Contacts and general information about me

Day of birth 2002-01-08 (24 years old)

Gender Male

Residential location **Kimberley**
Northern 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 2023.02 iki 2023.10**

Company name New Rush Fire Protection

You were working at: Part time jobs

Occupation Receptionist/ Admin/ Sales Assistant

What you did at this job position? I worked as a Receptionist/ Admin/ Sales Assistant for 8 months, handling administrative duties, and customer interactions. I actively participated in operational meetings, provided insights, and managed quotes, invoices, and sales in the manager's absence. I conducted deliveries and pickups of equipment that had to be serviced, showcasing adaptability and multitasking skills while supporting business operations to the best of my abilities considering I was a full-time student at the time..

Working period	nuo 2024.07 iki 2024.10
Company name	Northern Cape High School
You were working at:	Trainers
Occupation	Student Teacher
What you did at this job position?	Over a 10-week period, I gained valuable hands-on experience in classroom management and instructional delivery. Through observing lessons and presenting classes under supervision, I applied educational theory to practice and developed effective communication skills. I worked closely with mentor teachers to receive feedback and improve my teaching abilities. I also helped educators with administrative duties and monitoring during exams. This experience allowed me to adapt strategies to meet diverse student learning needs and contribute to the planning and assessment process.
Working period	nuo 2023.10 iki 2023.11
Company name	Adamantia High School
You were working at:	Trainers
Occupation	Student Teacher
What you did at this job position?	I completed a four-week student teaching placement at Adamantia High School. I observed a variety of lessons and taught my own classes under the supervision of my mentor teacher. My lessons were evaluated to provide feedback on my instructional skills and where I can improve. Additionally, due to a receptionist being absent to assist with matriculant examinations, I was frequently asked to assist at the school reception, gaining valuable experience in administrative tasks.

Education

Educational period	nuo 2016.01 iki 2020.12
Degree	Grade 12 / Matric
Educational institution	Adamantia High School
Educational qualification	National Senior Certificate
Educational period	nuo 2021.01 iki 2024.12
Degree	Some Schooling
Educational institution	University of the Free State
Educational qualification	Bachelor of Education in Senior Phase and Further Education and Training Teaching with Specialization in Afrikaans Home Language and English First Additional Language

Languages

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

Computer knowledge

adaptability to new processes and technologies. I am prepared to undertake any necessary training immediately to ensure I meet all technical requirements efficiently.

Conferences, seminars

While I have not attended formal, accredited courses or seminars (such as those from Adobe or Microsoft), my professional growth and skill development were significantly accelerated through high school curriculum in Computer Applications Technology (CAT) and subsequent work self-guided training and continuous learning necessitated by starting my studies and professional experience in administrative roles. experiences during the online learning period of COVID-19.

Microsoft Windows: Highly proficient user, comfortable with navigating the operating system. This environment required me to independently develop and master core technical and managing files and folders, troubleshooting basic issues, and customizing settings across various administrative competencies without direct, in-person instruction, effectively operating as a period versions. of intense, self-directed professional development.

iOS (Mobile): Experienced user of the iOS ecosystem via my personal iPhone, demonstrating

Contact person Louise Jacobs **Occupation** Former CFO and Administrator

Apple Mac OS: While I do not have extensive hands-on experience with Mac OS, I am highly adaptable and confident in quickly learning new operating environments as required. **Company** New Rush Fire Protection **Telephone number** 0720933104

Email address louise22duplessis@gmail.com

Microsoft Office Suite (High Proficiency):

Contact person Mrs. Megan Dwyer

Occupation Teacher **Word:** Expert in creating, formatting, and editing professional documents, reports, and correspondence. **Company** Adamantia High School

Telephone number 0727312882

Excel: Proficient in data entry, creating and utilizing formulas, organizing information, and basic **Additional information**

Your hobbies data analysis (as demonstrated by my distinction in Mathematical Literacy). 1. Watching or listening to true crime documentaries.

2. I really enjoy driving so I travel and take road trips as much as possible.

3. Managing detailed personal projects, such as event planning for small groups of friends.

4. I really enjoy walking the dogs or just walking alone.

Driver licenses B Light Vehicle ≤ 3,500kg

PowerPoint: Capable of creating and delivering professional presentations. **Driver license from** 2020-08-00 (5 years)

Salary you wish R8000 R per month

Email/Calendar Systems: Daily use for communication, scheduling meetings, and managing time. **How much do you earn now** R0 R per month

Invoicing & Quote Management: Experienced in preparing and managing quotes, invoices, and sales documentation (in the manager's absence).

Filing & Data Management: Proven ability to manage meticulous filing systems and maintain organized data.

I am keen to develop skills in any specific software relevant to this role. For systems like Adobe Photoshop or specialized industry software, I have a proven track record of quick learning and high