



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
	Administrators
	Administrative 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
 You were working at: Administrators
 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 2025.01**
 Company name Nu Wagon Autobody
 You were working at: Administrators
 Occupation Admin, Receptionist
 What you did at this job position? Answered calls, taking work in progress photos, updates, booking in vehicles towslips, insurances, booking out, excess banking,

Education

Educational period **nuo 2019.01 iki 2021.12**
 Degree Grade 10
 Educational institution Hoerskool Florida
 Educational qualification RTT , Tourism , Afrikaans , English , Business , Biology , Math , LO , PT
 I could work Admin

Languages

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

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.

Recommendations

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

Contact person	Natasha Botha
Occupation	Manager
Company	FIRSTHELP
Telephone number	0116733047
Email address	natasha@help24.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