



# 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	<b>nuo 2022.01 iki 2023.08</b>
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	<b>nuo 2024.06 iki 2025.01</b>
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	<b>nuo 2019.01 iki 2021.12</b>
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