



Janine Olivier

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Anything in bookkeeping, administration, PA etc.

I'm a fast learner and like new challenges

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Witbank Mpumalanga |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1994-11-28 (29 years old) |
| Gender | Female |
| Residential location | West Rand 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 2015.11 iki 2016.12 |
| Company name | Clearwater BMW |
| You were working at: | Administrators |
| Occupation | Personal Assistant to Sales Executive & Creditor's clerk & Cashier duties |
| What you did at this job position? | <ul style="list-style-type: none">• Provide general secretarial / administration support to sales executive |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2017.02 iki 2018.12 |
| Degree | Certificate |
| Educational institution | UNISA |
| Educational qualification | Higher certificate in Accounting Science |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | fluent | fluent | fluent |
| English | very good | very good | basic |

Computer knowledge

- Sage ONE
- MS Word
- MS Outlook
- Word, Excel
- Power Point
- Quick Books
- Internet
- Pastel
- Bias
- Solumed
- Dealernet
- Autoline
- Kerrige
- Focus Pro

Recommendations

| | |
|------------------|-----------------|
| Contact person | Charlene |
| Occupation | Sales Executive |
| Company | BMW Clearwater |
| Telephone number | 011 761 3500 |

Additional information

| | |
|--------------------------|---|
| Your hobbies | <ul style="list-style-type: none"> • Being Active • Traveling • Socializing • Being Out Doors (Camping, Hunting, Fishing) • Visual Arts • Charities |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2013-02-00 (11 years) |
| Salary you wish | 12000 R per month |
| How much do you earn now | 10000 R per month |