



Janine Lourens

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Janine Lourens

Preferred occupation: Receptionist
 In my latest position, I over sowed all general administrative duties for a smooth running office environment. I have responded to requests form colleagues and clients in a well-timed matter and I

Contacts and general information about me

Day of birth 1981-11-05 (44 years old)
 Gender: Female
 Residential location Centurion
 Gauteng
 • Raw material invoicing/ Supplier Invoicing- bring the stock in (Pastel)
 Telephone number *Information is available only for registered users.*
 • General office and admin duties [Sign in](#)
 • Typing of documents (all and everything is confidential) *Information is available only for registered users.*
 Email address [Sign in](#)
 • Courier liaison

Work experience

• Organising files and conducting general research
 Working period **nuo 2017.10 iki 2018.07**
 • Ordering office supplies – stationery, rental water, monthly groceries, factory staff food and
 Company name Versachem (Pty) Ltd
 disposables
 You were working at: Administrators
 • Checking that the waste skip bin is emptied weekly
 Occupation Office Support and Receptionist
 • Managing the cleaning staff
 What you did at this job position? General Administration and Reception
 • Making sure the offices and premises are clean and neat
 Working period **nuo 2016.10 iki 2017.10**
 Answering calls and making sure the calls are put through to the right person
 Company name Lumeniq Wellness Centre
 Cleaning with daily correspondence
 You were working at: Personal assistant
 Occupation starter and a go-getter. Office Manager/PA/Receptionist
 What you did at this job position? Manage the Wellness Center
 Powerpoint, Datix and newsletter) and also Pastel. I adapt quickly to new programs and
 environments. I am fully bilingual in Afrikaans and English. I live in Centurion and I do have my own
 Working period **nuo 2016.04 iki 2016.06**
 transport.
 Company name Best Clothing and Gifts
 Occupation PA/Sales Assistant
 Please feel free to contact me at your earliest convenience.
 What you did at this job position? Assist and support to the Sales Team and Management

Kind regards
 Working period **nuo 2015.07 iki 2016.04**
 Company name Plasti Dip Centurion
 You were working at: Receptionist
 Occupation FRONT DESK/ADMIN
 What you did at this job position? Ensure customer service

- Working period **nuo 2010.07 iki 2015.06**
Company name JL Creations
You were working at: Sales person
Occupation Business Partner / Owner
What you did at this job position? Small business partner of a little boutique shop
- Working period **nuo 2009.09 iki 2010.05**
Company name Paul Naidoo Presentations (Pty) Ltd
Occupation PERSONAL ASSISTANT
What you did at this job position? Personal Assistant to CEO and Management and office support to the rest of the staff
- Working period **nuo 2007.08 iki 2009.08**
Company name Double-U Design cc
You were working at: Switchboard operator
Occupation Front Desk
What you did at this job position? Office Support
- Working period **nuo 2006.07 iki 2007.06**
Company name Sasol
You were working at: Data capturers
Occupation Data capturers
What you did at this job position? Update information and transfer data to new version or system
- Working period **nuo 2006.03 iki 2006.06**
Company name Comprop Network Services
You were working at: Secretaries
Occupation PERSONAL ASSISTANT
What you did at this job position? Personal Assistant to two managers
- Working period **nuo 2003.06 iki 2005.10**
Company name VAAL UNIVERSITY OF TECHNOLOGY
You were working at: Training
Occupation INSERVICE TRAINING PERIOD
What you did at this job position? Assist lecturers with daily admin tasks, filing making appointments updating schedules.

Education

Educational period **nuo 1996.01 iki 2000.12**
 Degree Grade 12 / Matric
 Educational institution Transvalia High School
 Educational qualification Afrikaans, English, Mathematics, Science, Biology, Typing

Educational period **nuo 2002.05 iki 2003.12**
 Educational institution Sedibeng College
 Educational qualification N6 Diploma

Languages

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

Computer knowledge

Microsoft Office, Outlook, Internet, Pastel

Conferences, seminars

Telephone Handling Skills Courses

Recommendations

Contact person Annette du Plooy
 Occupation Admin / Accounts
 Company Versachem (Pty) Ltd
 Telephone number 0823263727

Contact person Mariska Neyt
 Occupation Internal Sales Support
 Company Versachem (Pty) Ltd
 Telephone number 0722960525

Contact person Janet Kroon
 Occupation Fitness Manager
 Company Lumeniq Wellness Centre
 Telephone number 0832775562

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg
 Salary you wish 12500 R per month
 How much do you earn now 12500 R per month