



Wilhelmina Jacoba Adriaanse

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker and work well under pressure. Have good communication skills and customer care. I am well organised in office administration and managing an office. I have computer skills in MS word and MS excel and have great knowledge in office equipment. I like to set personal goals for myself and work hard to achieve it.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1975-12-05 (48 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.02 iki 2021.02
Company name	Maja pre primary school
You were working at:	Project manager
Occupation	Principa and Gr. R teacher
What you did at this job position?	Manage office, staff, income and expenses, stock control, meetings
Working period	nuo 2003.01 iki 2016.12
Company name	Bambi pre primary school
You were working at:	Project manager
Occupation	Principal and Gr. R teacher
What you did at this job position?	Managing office, staff, income and expenditures, salaries, meetings

Education

Educational period	nuo 2008.01 iki 2008.12
Degree	Certificate
Educational institution	Custoda trust
Educational qualification	NQF level 4
I could work	?

Languages

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

Computer knowledge

MS Word and MS Excel

Conferences, seminars

N/A

Recommendations

Contact person	Linda da Costa
Occupation	Former employer
Company	Maja pre primary school
Telephone number	0820822678
Email address	majapreprimary@gmail.com
Contact person	Pastor Jos Steenvat
Occupation	Pastor
Company	El Gibbor bikers church
Telephone number	0833255544

Additional information

Your hobbies	Reading, knitting, needle work
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-02-00 (18 years)
Salary you wish	12000 R per month
How much do you earn now	00 R per month