



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 (49 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 |