



# Leandra Boheim

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administrator

I am particularly ambitious, self-motivated and disciplined and paying special attention to accuracy. I am very determined, hardworking and have no problem working under pressure or in a team. I am always eager to learn to better myself and my life.

## Contacts and general information about me

Day of birth	1975-01-27 (49 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2003.01 iki 2015.08</b>
Company name	Quarlcor Refractories
You were working at:	Finance managers
Occupation	Administrator
What you did at this job position?	Reception, general admin & filling, general office duties, creditors/debtors, order stock, payroll, pastel

## Education

Degree	Grade 12 / Matric
I could work	Available immediately

## Languages

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

## Computer knowledge

Office

Email

Internet

Pastel

Kerridge

Outlook

### Recommendations

Contact person	Angelique
Occupation	Supervisor
Company	Quarlcor Refractories
Telephone number	0681723196

### Additional information

Your hobbies	Music Reading Motorcycle Spending time with family
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-11-00 (11 years)
Salary you wish	18000 R per month
How much do you earn now	15800 R per month