



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2003.01 iki 2015.08
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 (10 years)
Salary you wish	18000 R per month
How much do you earn now	15800 R per month