



Liezel Breedt

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an Administrative Position.

I work as a Secretary at a Law Firm for the past 14 years.

I am a very positive person.

I am very passionate about my work.

I have good work ethic.

I can work under pressure.

I have good communication skills.

Preferred occupation

Secretaries

Administrative jobs

Administrators

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Filing clerk

Administrative jobs

Front Desk Agent

Administrative jobs

Contacts and general information about me

Day of birth

1977-06-17 (47 years old)

Gender

Female

Residential location

Delmas
Mpumalanga

Telephone number

Information is available only for registered users.
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Work experience

Working period **nuo 2008.02 iki 2022.06**
 Company name Murray Kotze and Associates
 You were working at: Lawyers
 Occupation Secretary
 What you did at this job position? I was the boss' personal assistant. I did all litigation work

Education

Educational period **nuo 1991.01 iki 1994.12**
 Degree Grade 12 / Matric
 Educational institution Oos Moot High school
 Educational qualification Senior Certificate

Languages

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

Computer knowledge

I did my MS Office course at Computer Training College in Hatfield, Pretoria in 1996.

I passed my MS Office course with 96%.

Recommendations

Contact person Murray Kotze
 Occupation Lawyer
 Company Murray Kotze and Associates
 Telephone number 0824999149
 Email address Murray@mkalaw.co.za

Additional information

Your hobbies I like the outdoors.
 I like to read.
 I love spending time with my family.
 I like to myself busy.

Driver licenses None

Salary you wish 10000 R per month

How much do you earn now 10000 R per month