



Welie Gift Jacobs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for Office Administration Assistant job and General job as Librarian Assistants

My Positive points

My ability to overcome others negative thoughts on me and taking up any challenges that were thrown on me and finishing those challenges is my positive points.

Preferred occupation	Personal assistant Administrative jobs
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	Generals General jobs
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Preferred work location	Embalenhle Mpumalanga
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Contacts and general information about me

Day of birth	1993-06-20 (31 years old)
Gender	Male
Residential location	Balfour Mpumalanga
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 2020.04 iki 2021.09
Company name	Blueskies Fresh Produce Company Pty Ltd
You were working at:	Retail manager
Occupation	Intern Office Administration
What you did at this job position?	At this job I was capturing data Numeric alphabetical, copies and answering company calls ect

Education

Educational period **nuo 2008.01 iki 2015.11**
 Degree Grade 11
 Educational institution Isifisosethu Secondary School
 Educational qualification Grade 11
 I could work General Assistant

Educational period **nuo 2017.01 iki 2019.12**
 Degree Some Schooling
 Educational institution Gert Sibande Tvet College (Balfour Campus)
 Educational qualification Level 2 and 3 Academic results
 I could work Office Admin Assistant

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	very good	very good
Sesotho	basic	good	basic

Computer knowledge

Microsoft Office
 -Ms Word
 -Excel
 -Powerpoint
 -Publisher

Conferences, seminars

Office Administration

Recommendations

Contact person Whydu Dhlamini
 Occupation Human Resource
 Company Blueskies Fresh Produce Pty Ltd
 Telephone number 017 773 0864
 Email address jackie@blue-skies.co.za

Additional information

Your hobbies -Reading
 -Drawing (Fine Art) A3, A4 Potrait
 Driver licenses None
 Salary you wish 4000 R per month
 How much do you earn now 3000 R per month

