



Nicolene Jacobs

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a fast learner.

Quick problem solver

Take responsibilities for my actions

Work well as part of a team or as an individual.

Preferred occupation Administrators
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1991-06-20 (33 years old)

Gender Female

Residential location Pretoria / Tshwane
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2012.01 iki 2018.09**

Company name Vw clinic

You were working at: Administrators

Occupation Administator

What you did at this job position? Filing,invoicing,reception duties,payments.

Working period **nuo 2018.10 iki 2023.10**

Company name Argus motor company

You were working at: Sales representative

Occupation Indoor sales representative

What you did at this job position? Order process,invoicing,call duties,admin duties.

Education

Educational period	nuo 1997.01 iki 2010.12
Degree	Grade 12 / Matric
Educational institution	High school
Educational qualification	Grade 12
I could work	I worked in Matric at pick a pay

Languages

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

Computer knowledge

Powerpoint
 Windows Excel
 Windows Word
 Pastal accounting
 Techfinity

Recommendations

Contact person	Kobus/Petie
Occupation	OWNER
Company	Vw clinic
Telephone number	0833063605
Email address	Vwclinic@telkomsa.net
Contact person	Moishe/Brenda
Occupation	Manager / HR
Company	Argus motor company
Telephone number	0117475200
Email address	Moisher@argusmotoring.co.za

Additional information

Your hobbies	Reading Singing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2010-02-00 (14 years)
Salary you wish	18000 R per month
How much do you earn now	12000 R per month