



# 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	<b>nuo 1997.01 iki 2010.12</b>
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