



Leslie White

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a job in the Facilities Coordinator/ Supervisor or Controller. Or Receptionist as I did both for a very long period. I'm Hard working, loyal, honest. I don't have matric at this point but I am currently busy with it my exams is this year June, but I am good at my job and I love what I do. I enjoy learning new things and being around positive people and attitudes. I'm not about the money that would be a bonus, I want to work with a team who respects everyone with no judgement. I'm a single mother to a special needs girl. I live with my mom and daughter. I dislike dishonest people. And I take accountability for my wrong doings and always will apologise if incorrect. Im neat, punctual, organised, observant and attention to detail. I like asking questions and knowing what I'm doing to not inconvenience anyone colleagues or customers. I like Problem solving and I work well under pressure.

Preferred occupation	Facilities manager Other jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1990-12-06 (33 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 2014.10 iki 2022.11
Company name	Game Massdiscounters
You were working at:	Supervisor
Occupation	Facilities Controller/ Supervisor/ Receptionist
What you did at this job position?	Managed contractors, receptionist, Health and Safety, administrative work, filling, managed facilities, managed securities, managed cleaners, work with head office management, management meetings, faxing, emailing, store announcements, logging calls, signing and filling job cards, fire drills, Risk Management, safety procedures, compliance audits, incident procedures, site inspections, customer service, assisting managers when needed,

Education

Educational period	nuo 2005.01 iki 2008.12
Degree	Grade 10
Educational institution	Garlandale High
Educational qualification	Grade 10

Educational period	nuo 2023.10 iki 2024.06
Degree	Grade 12 / Matric
Educational institution	Skills Academy/ Bellview Institution
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Office, Windows, OS, Adobe, semi skilled in Microsoft excel

Recommendations

Contact person	Douglas Simons
Occupation	Former Sales Manager
Company	Game Massdiscounters
Telephone number	0793695366
Contact person	Paul Jackson
Occupation	Store Manager
Company	Game Zewenwacht
Telephone number	0824156083
Email address	paulj@game.co.za

Contact person	Shamiela Anthony
Occupation	Admin Manager
Company	Game Canal Walk
Telephone number	0842501627
Email address	shamielaa@game.co.za

Contact person	Leon Robbertze
Occupation	Former Store Manager
Company	Game Massdiscounters
Telephone number	0662137024

Additional information

Your hobbies	Watching movies and series Listening to music Spending time with my daughter and family Reading
Driver licenses	None
Salary you wish	R8500-R9500 R per month
How much do you earn now	5690 R per month