



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