



# Leeann Joubert

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for any admin jobs, i am very good in organizing, planning , time management, i am good with typing, filing, any admin task. I am always on time and do not mind starting at the bottom and build up more knowledge and experience

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Nannies</b> Nanny, babysitter, child care jobs
Preferred work location	<b>Postmasburg</b> Northern Cape

## Contacts and general information about me

Day of birth	1994-09-28 (30 years old)
Gender	Female
Residential location	<b>Postmasburg</b> Northern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2023.04 iki 2024.05</b>
Company name	Bbrw
You were working at:	Administrators
Occupation	Service Administrators
What you did at this job position?	Booking repair units
Working period	<b>nuo 2020.04 iki 2023.03</b>
Company name	New south vet
You were working at:	Receptionists
Occupation	Reception
What you did at this job position?	Admin work , Receptionist

**Education**

Educational period	<b>nuo 2008.01 iki 2012.12</b>
Degree	Grade 12 / Matric
Educational institution	Die Fakkel High
Educational qualification	Matric

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	very good	very good
Afrikaans	fluent	fluent	fluent

**Computer knowledge**

Excel ,Word, Email,Google , Different Databases

**Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-04-00 (5 years)
Salary you wish	15009 R per month
How much do you earn now	12000 R per month