



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	Administrators Administrative jobs
	Nannies Nanny, babysitter, child care jobs
Preferred work location	Postmasburg Northern Cape

Contacts and general information about me

Day of birth	1994-09-28 (29 years old)
Gender	Female
Residential location	Postmasburg Northern 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 2023.04 iki 2024.05
Company name	Bbrw
You were working at:	Administrators
Occupation	Service Administrators
What you did at this job position?	Booking repair units
Working period	nuo 2020.04 iki 2023.03
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	nuo 2008.01 iki 2012.12
Degree	Grade 12 / Matric
Educational institution	Die Fakkel High
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
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