



Labieba Peton

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi, my name is Labieba Peton I'm 37 years old. I am confident, kind, honest and easy to be around. I worked in the film industry for a period in order to save money to pay for my college fees that's the reason for studding at a late age. My experience in administration field has thought me that my skills in multi-tasking and efficiently finishing task effectively. I have knowledge in MS WORD, EXCEL, ACCSES and understand basic knowledge of computers. I am eager to learn more and grow the skills I have and would like to learn more. Knowledge is power and there's always room for growth. I am truly grateful for the opportunity.

Thank You

Preferred occupation	Data capturers Administrative jobs
	Banking Finance jobs
Preferred work location	Southern Suburbs Western Cape
	Cape Town Western Cape

Contacts and general information about me

Day of birth	1986-08-14 (38 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 2021.08 iki 2023.02
Company name	Fairmount Secondary School
You were working at:	Government jobs
Occupation	Assistant Administrator/ Data Capture
What you did at this job position?	Data capturing, filling, copying, schedules, stats, report printing, year end

Education

Educational period	nuo 2019.01 iki 2023.02
Degree	Certificate
Educational institution	False Bay Colledge
Educational qualification	Public Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	good

Computer knowledge

MS word, Excel, Access, PowerPoint, Printing, Typing, Copying, Scanning and basic knowledge of computer functions.

Recommendations

Contact person	Mr Anton Janari
Occupation	principal
Company	Fairmount Secondary School
Telephone number	0833848305

Additional information

Your hobbies	paddle, cooking, hiking, outdoor activities, road trips.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-03-00 (7 years)
Salary you wish	18,000 R per month