



# 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	<b>Data capturers</b> Administrative jobs
	<b>Banking</b> Finance jobs
Preferred work location	<b>Southern Suburbs</b> Western Cape
	<b>Cape Town</b> Western Cape

## Contacts and general information about me

Day of birth	1986-08-14 (38 years old)
Gender	Female
Residential location	<b>Cape Town</b> Western 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 2021.08 iki 2023.02</b>
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	<b>nuo 2019.01 iki 2023.02</b>
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