



# Esme Liezel Louw

Curriculum Vitae (CV)

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

I apply for position of Administrator at your company, which was advertised. I have worked as a administrator under department of trade and industry (cipc), where I have developed my client and admin service skills. Although I have greatly enjoyed this role, I am looking for a new challenge that will provide me with opportunity to further develop my admin career. I am enthusiastic and professional, and I believe I would fit well into the company's team culture and contribute to the ongoing success of the admin department.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Telemarketers</b> Sales jobs
	<b>Secretaries</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1987-07-08 (37 years old)
Gender	Female
Residential location	<b>Pretoria / Tshwane</b> Gauteng
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 2008.03 iki 2008.07</b>
Company name	Cipro-Dti a member of the department of trade and industry group
You were working at:	Administrators
Occupation	Interfilling clerk
What you did at this job position?	Request files, sort document, Interfilling doc, Return files Assisting with General Admininstration. Data capturing

Working period **nuo 2011.08 iki 2012.08**  
 Company name Hollard Insurance  
 You were working at: Telemarketers  
 Occupation Sales Agent  
 What you did at this job position? Placing orders before ourselves, Selling Insurance nd Life cover to customer, meeting deadlines consistently,Capturing of data, Achieving positive feedback froem customers, Providing Proficient, prompt and polite service.

Working period **nuo 2012.09 iki 2012.11**  
 Company name On the Dot  
 You were working at: Administrators  
 Occupation Data capturing  
 What you did at this job position? Admin of invoice capturing ect...

Working period **nuo 2012.12 iki 2013.03**  
 Company name Media24 Beeld News paper  
 You were working at: Receptionists  
 Occupation Switchboard / Front desk  
 What you did at this job position? Handling very busy switchboard, Dealing with drivers & Courier services

Working period **nuo 2013.04 iki 2013.07**  
 Company name SGS Roadworthy Test  
 You were working at: Receptionists  
 Occupation Admin clerk  
 What you did at this job position? Administrator

Working period **nuo 2015.03 iki 2016**  
 Company name SDL Vehicle Testing Station Group  
 You were working at: Receptionists  
 Occupation Admin clerk  
 What you did at this job position? Admin ect.....

**Education**

Educational period **nuo 2007.12 iki dabar**  
 Degree Grade 12 / Matric

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

**Computer knowledge**

MS. Windows  
 MS. Word  
 MS. Microsoft

**Conferences, seminars**

Computer course

**Recommendations**

Contact person	Mrs Hop de Wet
Occupation	Supervisor
Company	Cipro
Telephone number	012 394 3969
Email address	Hope.dewet@cipro.co.za
Contact person	Mr. Piet
Occupation	Manager
Company	Hollard Insurance
Telephone number	084 724 3629
Contact person	Mrs. Esmé Herbst
Occupation	Manager
Company	Media24
Telephone number	0124859201
Email address	esme.herbst@media24.com
Contact person	Mr. Jerome Naidoo
Occupation	Manager
Company	SGS Roadworthy
Telephone number	0128077177
Contact person	Mr. Martin de Bruin
Occupation	Manager
Company	SDL Vehicle Testing Station Group
Telephone number	012 8064080

**Additional information**

Your hobbies	Netball, Hockey & Music
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-09-00 (9 years)

Salary you wish	10000 R per month
How much do you earn now	8500 R per month