



# Kobie Le Roux

Curriculum Vitae (CV)

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

As a natural relationship builder, I am equipped with the vision and purpose to drive organizational change and am able to adapt positively to any challenges that arise both personally and professionally.

I am a self-starter who is goal-driven, dynamic and passionate in my dealings with people and business.

I am an excellent communicator and networker with well-developed interpersonal skills. I am a team player and have the ability to form trusted relationships with subordinates, clients as well as superiors.

I have a proven track record of responsibility, integrity and commitment to company objectives.

I am confident that I can bring the same level of high performance to your company. Beyond that, which is already mentioned in my attached resume, I am someone who knows how to set goals and achieve them and have a proven track record of being able to conceive, develop and execute strategies.

I feel certain that the skills I have gained throughout my career will be of value to you and your organization.

Thank you for taking the time to read through my application in regards to the position advertised by your company.

Preferred work location

Johannesburg  
Gauteng

Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth

1961-03-13 (63 years old)

Gender	Female
Residential location	Pretoria / Tshwane 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 1996.09 iki 2017.12</b>
Company name	Premier FMCG
Occupation	Payroll Manager
What you did at this job position?	All payroll duties on Sage VIP
Working period	<b>nuo 1991.03 iki 1996.08</b>
Company name	Rentmeester
Occupation	Senior Department Head
What you did at this job position?	All Payroll functions
Working period	<b>nuo 1984.09 iki 1990.11</b>
Company name	Transvaal Department of Finance
Occupation	Snr Salary Clerk
What you did at this job position?	Adminitration
Working period	<b>nuo 1982.02 iki 1984.04</b>
Company name	Vetsak Chemicals
Occupation	Snr Salary Clerk
What you did at this job position?	Adminitration
Working period	<b>nuo 1980.09 iki 1982.01</b>
Company name	Santam Insurance
You were working at:	Cashiers
Occupation	Clerk
What you did at this job position?	Administration
Working period	<b>nuo 1997.02 iki 1980.08</b>
Company name	Deeds Office
Occupation	Clerk
What you did at this job position?	Administration

## Education

Educational period **iki 1978.12**  
 Degree Grade 12 / Matric  
 Educational institution High School George Hofmeyr

Educational period **nuo 2001.01 iki 2003.03**  
 Degree Diploma  
 Educational institution Payroll Education Pty Ltd  
 Educational qualification Diploma

**Languages**

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

**Computer knowledge**

- Ms Word
- Ms Excel
- Ms Power Point
- VIP
- Internet
- Email

**Conferences, seminars**

All Sage VIP seminars

**Additional information**

Driver licenses B Light Vehicle ≤ 3,500kg  
 Salary you wish 67375 R per month  
 How much do you earn now 64166 R per month