



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 1996.09 iki 2017.12
Company name	Premier FMCG
Occupation	Payroll Manager
What you did at this job position?	All payroll duties on Sage VIP

Working period	nuo 1991.03 iki 1996.08
Company name	Rentmeester
Occupation	Senior Department Head
What you did at this job position?	All Payroll functions

Working period	nuo 1984.09 iki 1990.11
Company name	Transvaal Department of Finance
Occupation	Snr Salary Clerk
What you did at this job position?	Adminitration

Working period	nuo 1982.02 iki 1984.04
Company name	Vetsak Chemicals
Occupation	Snr Salary Clerk
What you did at this job position?	Adminitration

Working period	nuo 1980.09 iki 1982.01
Company name	Santam Insurance
You were working at:	Cashiers
Occupation	Clerk
What you did at this job position?	Administration

Working period	nuo 1997.02 iki 1980.08
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