



Janine Olivier

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Anything in bookkeeping, administration, PA etc.

I'm a fast learner and like new challenges

Preferred occupation	Administrators Administrative jobs
Preferred work location	Witbank Mpumalanga

Contacts and general information about me

Day of birth	1994-11-28 (29 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2015.11 iki 2016.12
Company name	Clearwater BMW
You were working at:	Administrators
Occupation	Personal Assistant to Sales Executive & Creditor's clerk & Cashier duties
What you did at this job position?	<ul style="list-style-type: none">• Provide general secretarial / administration support to sales executive

Education

Educational period	nuo 2017.02 iki 2018.12
Degree	Certificate
Educational institution	UNISA
Educational qualification	Higher certificate in Accounting Science

Languages

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

Computer knowledge

- Sage ONE
- MS Word
- MS Outlook
- Word, Excel
- Power Point
- Quick Books
- Internet
- Pastel
- Bias
- Solumed
- Dealernet
- Autoline
- Kerrige
- Focus Pro

Recommendations

Contact person	Charlene
Occupation	Sales Executive
Company	BMW Clearwater
Telephone number	011 761 3500

Additional information

Your hobbies	<ul style="list-style-type: none"> • Being Active • Traveling • Socializing • Being Out Doors (Camping, Hunting, Fishing) • Visual Arts • Charities
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-02-00 (11 years)
Salary you wish	12000 R per month
How much do you earn now	10000 R per month