



# 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 (30 years old)
Gender	Female
Residential location	West Rand 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 2015.11 iki 2016.12</b>
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?	• Provide general secretarial / administration support to sales executive

## Education

Educational period	<b>nuo 2017.02 iki 2018.12</b>
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"> <li>• Being Active</li> <li>• Traveling</li> <li>• Socializing</li> <li>• Being Out Doors (Camping, Hunting, Fishing)</li> <li>• Visual Arts</li> <li>• Charities</li> </ul>
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