



Lenor Du Plessis

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very positive and friendly person to be around. I am self driven and very professional. I can multitask and handle stress very well. I am a fast learner and strive to be the best I can be. I am a very quick and accurate typist. I am a good listener and a perfectionist, I will always try my best. I am very bubbly and energetic as well.

Preferred occupation	Nail technicians Beauty industry jobs
	Administrators Administrative jobs
	Receptionist Administrative jobs
	Data capturers Administrative jobs
	Beauty therapist Beauty industry jobs
	Model Beauty industry jobs
	Beautician Beauty industry jobs
	Accountants Finance jobs
Preferred work location	Whole Gautng Gauteng

Contacts and general information about me

Day of birth	1998-06-07 (26 years old)
Gender	Female
Residential location	East Rand 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 2019.08 iki 2020.02
Company name	JFA2 Training Inst
You were working at:	Accountants
Occupation	Accounts Assistant
What you did at this job position?	I did invoicing, quotes and credit notes on sage accounting, as well as handle any communication via Phone, email and in person.

Education

Educational period	nuo 2019.07 iki 2019.09
Degree	Certificate
Educational institution	Oakfileds College
Educational qualification	Graphic Design Cert
I could work	as a Junior Graphic Designer

Languages

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

Computer knowledge

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Sage Accounting, CorelDraw Graphic Suite.

Recommendations

Contact person	Christie Jonker
Occupation	Debtors Manager
Company	JFA2 Training
Telephone number	0647240257
Email address	lduplessis029@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-07-00 (8 years)
Salary you wish	10000 R per month
How much do you earn now	N/A R per month