



# 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	<b>Nail technicians</b> Beauty industry jobs
	<b>Administrators</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Beauty therapist</b> Beauty industry jobs
	<b>Model</b> Beauty industry jobs
	<b>Beautician</b> Beauty industry jobs
	<b>Accountants</b> Finance jobs
Preferred work location	<b>Whole Gautng</b> 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> <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 2019.08 iki 2020.02</b>
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	<b>nuo 2019.07 iki 2019.09</b>
Degree	Certificate
Educational institution	Oakfileds College
Educational qualification	Graphic Design Cert
I could work	as a Junior Graphic Designer

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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