

Octavia Leibrandt

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I do Pastel Invoicing debtors, booking of delivery of goods.

I'm also the Receptionist for the company I'm working for and getting quotes.

I love to learn new things not afraid to get my hands dirty.

Preferred occupation Reception and Admin

General jobs

Sage Pastel Invoicing

General jobs

Preferred work location Cape Town

Western Cape

Contacts and general information about me

Day of birth 1978-07-16 (46 years old)

Gender Female

Residential location West Coast

Western Cape

Telephone number Information is available only for registered users.

<u>Sign in</u>

Email address Information is available only for registered users.

Sign in

Work experience

Working period **nuo 2009.01 iki 2020.08**

Company name Ahlesa Blankets

You were working at: Generals

Occupation Debtor and Receptionist

What you did at this job position? Pastel invoicing, booking of deliveries and normal receptionist

job

Education

Educational period **nuo 1985.01 iki 1996.12**

Degree Grade 11

Educational institution Atlantis Secondary School / IQ academy

good

Languages			
Language	Speaking level	Understanding level	Writing level
English	good	good	good

good

good

Computer knowledge

Afrikaans

I have good computer knowledge.

Microsoft office Word

Microsoft office Excel

Microsoft Outlook

Internet Explorer and all that goes with it.

Conferences, seminars

N/A

Recommendations

Contact person Aysa Duman

Occupation HR

Company Ahlesa Blankets

Telephone number 021 5773792 ext 202 Email address aduman@ahlesa.com

Additional information

Your hobbies Walking

Swimming

DIY

Salary you wish 8500 R per month

How much do you earn now 7706 R per month