

# CURRICULUM VITAE OF JANICE JANUARIE

*Office Administrator*

## Profile:

Janice has a variety of experience in the different fields of work namely sales and office administration. She is a team player and is extremely helpful and displays enthusiasm. Janice has attention to detail and ensures all items are delivered timeously.

## Employment History:

- **Framecore (Pty) Ltd**  
Period: 2022 - Current  
Position: Office Administrator  
Role: Administration
- **Bidvest Car Rental/ (Bluu Car Rental)**  
Period: 2018 - 2019  
Position: Customer representative  
Role: Sales

## Experience / Education

- **JE Health Academy**  
Home Base Care Giver Certificate, 2020
- **Matric Certificate**  
2014

## References:

- Azaad Carrim, Covacs
- Theresa Jones, Kleinvlei Secondary School, 021 904 1217



## Personal Details:

- Janice Januarie
- Tel: 021 180 1653
- Mail: janice@framecore.co.za
- Address: No. 5 Imola Close  
Killarney Gardens, 7441

## Skills:

- Attention to detail
- Team Player
- Administration
- Customer service
- Communication
- Time Management