

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

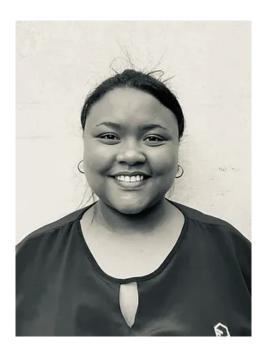
• Matric Certificate

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









