

Louise Bernadette De Rebeira

Personal Information

- Date of birth : 31 October 1979
- Place of birth : Walvisbay, Namibia
- Nationality : Namibian
- Sex : Female
- Marital status : Married
- Dependants : Three (Born 1999, 2000, 2007)
- I D Number : 791031 1029
- Driver's License : Code BE
- Home Language : Afrikaans
- Other Languages : English
- Fully bilingual : Yes, Afrikaans and English
- Health : Excellent, non-smoker
- Criminal record : None
- Hobbies : Reading
: Camping

Secondary Qualifications:

- Last school attended : Danamika Highschool SA
- Highest grade passed : Grade 12

Other Courses

- Fire fighting
- First Aid Training
- Document Control
- Telephone Etiquette and Front line
- Advance Driving Course
- Professional Photography
- Photoshop Advanced Course
- Wedding Photography Advance Course

Computer Literate

- MS Excel
- MS Word
- MS Outlook
- MS Power point
- Internet
- Skype
- Pastel
- Revolutions
- QuickBooks

Work Experience:

Employer Namibia Vehicle Tracking and Recovery

Position held Operations Manager

Duties Debtors (Invoicing, Statement, Quotes)
Assisting clients telephonically
Looking for new business
Customer Training
Disciplinary Hearings
IT assistance
Bookings for Technician
Stock Control

Period 01 February 2018

Employer Bizconsult

Position held Administrator

Duties Assisting clients in Labour Law enquiries
Assisting in Disciplinary Hearings
Assisting Clients in HR divisions of companies e.g. Signing of Contracts,
Setting up of disciplinary systems, leave calculations, etc.
Assisting in CCMA Cases

Reason For leaving Relocated to Namibia

Employer Parys Funeral Services
Position held Administrator and Personal Assistant to Owner
Duties Debtors and Creditors
Salaries and other HR related issues.
Petty Cash
Month – end and Financial reports for bookkeepers.
Stock Control
Reason for leaving **Relocated**

Employer **Pieters Rekenmeesters**
Position held Administrator
Duties Assisting Clients with VAT related enquiries
Doing EMP
Reports on a weekly and Monthly Basis and Vat capturing on SARS system
Capturing data on Revelations Accounting program

Reason For leaving Better Offer

Employer Blasting and Excavating Namibia
Position held: Stores Co- Ordinator
Duties: Ordering of Stock
Capturing of all issued and received stock
Tracking of all parts leaving site to Head Office
Supervision of Seven Employees
Reason for Leaving: Moved to South Africa

Employer: CTM Swakopmund
Position held: Administration
Duties: Debtors and Creditors
Salaries
Secretarial Duties
Petty Cash
Reason for Leaving: Better Offer

Employer: Jowells Transport Tsumeb
Position held: Administration Clerk
Duties: Capturing of Vehicle data sheets
Capturing of employees' overtime
Risk Assessment
Standing in for Depot Manager
Reason for Leaving: Relocated to Swakopmund

References:

Namibia Vehicle Tracking

Olrica Snyders

Human Resources

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