



Fiona Pillay

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am basically looking for an Administrative , Secretarial Job since I have 12 years experience . My positive points are:

1> My unique qualities

I am dependable , flexible , friendly, hard working, punctual and a team player.

2> My Strengths :

I am enthusiastic , trustworthy , creative , dedicated , respectful and have determination to progress.

My strength is my flexibility to handle change.

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Durban City KwaZulu-Natal
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Contacts and general information about me

Day of birth	1983-05-14 (42 years old)
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Gender	Female
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Residential location	Durban City KwaZulu-Natal
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Telephone number	<i>Information is available only for registered users.</i> Sign in
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Email address	<i>Information is available only for registered users.</i> Sign in
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Work experience

Working period **nuo 2002.04 iki 2007.07**

Company name Rentronics

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? I was employed for a receptionist position. I enjoyed working at Rentronics so much that in my free time I used to help out on the floor as well, which gave me an opportunity to learn electronics. I used to open and close the office and factory when my employer was away on vacation.

Working period **nuo 2007.02 iki 2015.09**

Company name Microvision Electronics

You were working at: Administrators

Occupation Administrator / Secretary

What you did at this job position? Admin , office duties , sales

Education

Educational period **nuo 1995.01 iki 1999.12**

Degree Grade 11

Educational institution Crossmoor Secondary

Educational qualification computers , word ,excel

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Word , Excel , Power point and Pastels version 5.2

Additional information

Your hobbies Love readings and listening to music .

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2015-03-00 (10 years)

Salary you wish 4500 R per month

How much do you earn now 3900 R per month