



Aida Brink

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A highly motivated and confident secretary with 10 years experience in secretarial services as part of a team. Available in these sectors: Advertising, Marketing, Property, Public Relations, Legal and Insurance. Extensive knowledge of information technologies, organizing and negotiating skills. Contributing to the ongoing success of your company – making work easier, saving you time and money.

Preferred occupation	Secretaries Administrative jobs
	Receptionist Administrative jobs
	Personal assistant Administrative jobs
	Switchboard operator Administrative jobs
Preferred work location	Johannesburg Gauteng
	West Rand Gauteng
	Randburg Gauteng
	Johannesburg North Gauteng

Contacts and general information about me

Day of birth	1987-12-15 (36 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period **nuo 2017.04 iki 2020.09**
 Company name Conveyancer/ Attorney (Uncle)
 You were working at: Lawyers
 Occupation Secretary
 What you did at this job position? Secretarial services: involving wills, deceased estates, transferring of properties, letters of authority, affidavits and executorship. Did reports, letters and tables using Microsoft Word, Microsoft Excel (used Power Query), Adobe Acrobat Reader (pdf attachments), iCareAll PDF Converter (compressed pdf files to save storage space) and emailed for them (using Gmail).

Working period **nuo 2013.03 iki 2017.03**
 Company name Antique Dealer (Aunt)
 You were working at: Other jobs
 Occupation Secretary
 What you did at this job position? Secretarial services: concerning negotiating with auctioneers and antique dealers with memorabilia, antiques, investments and collectables. Did research, advertising using the 'AIDA Principle' and photography.

Working period **nuo 2011.02 iki 2013.02**
 Company name Insurance Broker (Uncle)
 You were working at: Financial planning consultant
 Occupation Secretary
 What you did at this job position? Secretarial services: involving extensive insurance protection, life assurance, medical care and investment portfolios for their clients. Did tables, forms and reports using Microsoft Excel (Power Query, Vlookup and Xlookup), Microsoft Word (Letters and Reports).

Education

Educational period **nuo 2019.05 iki 2019.05**
 Degree Certificate
 Educational institution Alison Online Learning
 Educational qualification Microsoft Excel 2010 – Revised 2017 Certificate
 I could work Yes

Educational period **nuo 2019.05 iki 2019.05**
 Degree Certificate
 Educational institution Alison Online Learning
 Educational qualification Microsoft PowerPoint 2010 – Revised 2018 Certificate
 I could work Yes

Educational period	nuo 2019.06 iki 2019.06
Degree	Certificate
Educational institution	Alison Online Learning
Educational qualification	Microsoft Office 2010 – Revised 2018 Certificate
I could work	Yes

Educational period	nuo 2019.06 iki 2019.06
Degree	Certificate
Educational institution	Alison Online Learning
Educational qualification	Microsoft Access 2010 – Revised 2017 Certificate
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Teams, Microsoft SharePoint, Google Meet, Zoom Video Conferencing, Skype, Google Calendar, Google Slides, iCareAll PDF Converter, Weeny Free Image to PDF Converter.

Recommendations

Contact person	Rosemary Brink
Occupation	Creative Arts
Company	N/A
Telephone number	0842063056
Email address	rosemaryg070@gmail.com

Additional information

Driver licenses	None
Salary you wish	18000 R per month
How much do you earn now	17000 R per month