



# Marion Bailey

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I respond to colleagues and clients well and in a timely manner. I adapt to my new working areas fast and love to learn. I'm very polite, neat and keep a professional attitude at all times.

I am self-motivated and have some knowledge in data capturing as well as general admin work. I am familiar with Ms Office, (word, excel, power point) , Search-works, Crown archiving program as well as Law Deed and can adapt quickly to learning new programs. I also speak both English and Afrikaans fluently and I hope to contribute to your on-going success

Preferred occupation [Jobs for students](#)  
[Student jobs](#)

Preferred work location [Pretoria / Tshwane](#)  
[Gauteng](#)

## Contacts and general information about me

Day of birth [1992-04-18 \(33 years old\)](#)

Gender [Female](#)

Residential location [Pretoria / Tshwane](#)  
[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 2015.08 iki 2016.03**

Company name [Karla Strydom Attorneys](#)

You were working at: [Other jobs](#)

Occupation [Receptionist](#)

What you did at this job position? [Receptionist, Invoicing, Payment Collections, Allocations, Filling, Booking Meeting Appointments, switchboard, archiving of files.](#)

Working period **nuo 2014.01 iki 2014.09**  
 Company name Ballito Property Developer  
 You were working at: Secretaries  
 Occupation Secretary/PA  
 What you did at this job position? Office – Receptionist, Invoicing, Payment Collections and Allocations, Filling, Booking Meeting Appointments

Working period **nuo 2013.07 iki 2013.08**  
 Company name Aspen Pharmacare  
 You were working at: Part time jobs  
 Occupation Filing Clerk  
 What you did at this job position? Filing and Archiving Company Financial Files

Working period **nuo 2012.02 iki 2013.01**  
 Company name XCell Communication and Kasimira Debit Collectors  
 You were working at: Other jobs  
 Occupation Data Capturing  
 What you did at this job position? Capturing hard copies and files into a database

### Education

Educational period **nuo 2007.01 iki 2011.12**  
 Degree Grade 12 / Matric  
 Educational institution Hoerskool Hansmoore  
 Educational qualification Grade 12 with university entrance

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	very good

### Computer knowledge

Microsoft word, excel, power point. crown archiving system

### Conferences, seminars

Shaw Academy-Ireland institution- Certificate/Diploma in Digital Marketing-May 2016

### Recommendations

Contact person Andre Retief  
Occupation Director  
Company Active Cleaning  
Telephone number 0826522654

Contact person Fiona  
Occupation HR  
Company Karla Strydom Attorneys  
Telephone number 011 622 5719  
Email address fiona@karlastrydomattorneys.co.za

#### **Additional information**

Your hobbies Reading fiction and no fiction book. Taking long walks, camping and doing various researches on google. I also have a knack for foot messaging which I love doing in my spare time.  
Driver licenses None  
Salary you wish 5500 R per month