



# Alette Fourie

Curriculum Vitae (CV)

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

### \*Profesional\*

I am a hard working, loyal trust worthy, honest and ambitious person. I can work well under pressure and good at multi tasking. I like to learn and push my limits higher.

I work well with people in groups and also alone.

Im a creative open minded person and always try to make a project, situation better.

Im good at organising and arranging.

I have well telephone manners.

Im very professional and know my place.

I see myself as a very positive friendly person with respect for everyone no matter their position, race or age.

I make my work and family my priority.

I always try my absolute best to help in anyway i can no matter the situation.

I will always walk the extra mile if i can improve my work or life or those of someone else.

I like to meet and learn about people and things.

Im looking for a administrative / secretary job.

Preferably half day or home based if possible.

### \*Personal\*

Im married and recently became a mother. My family means the world to me and i want to offer my son the best opportunities i possibly can.

I like to be active like golf, fishing, horseback riding, sky diving, cooking and also have a very big passion for photography.

Preferred occupation

Administrators  
Administrative jobs

Preferred work location      East Rand  
Gauteng

### Contacts and general information about me

Day of birth      1985-11-25 (40 years old)

Gender      Female

Residential location      East Rand  
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 2007.09 iki 2014.10**

Company name      Afgri Poultry

You were working at:      Administrators

Occupation      Personal assistant

What you did at this job position?      Assist director and managers with all office admin work, training, data capturing etc

Working period      **nuo 2015.10 iki 2016.07**

Company name      Country life living lodge

You were working at:      Other jobs

Occupation      General manager

What you did at this job position?      I manage the lodge, all bookings, staff, payroll, events, administration etc

### Education

Educational period      **nuo 1992.01 iki 2004.09**

Degree      Grade 12 / Matric

Educational institution      High school Delmas

I could work      Administrator, data capturer, personal assistant, office manager, front office manager, event planner

Educational period      **nuo 2005.04 iki 2009.11**

Degree      Diploma

Educational institution      Intec

Educational qualification      Chef and catering

I could work      Caterer, cook

### Languages

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

### Computer knowledge

Excel, powerpoint, word

### Recommendations

Contact person	Piet Strydom
Occupation	Branch manager
Company	Afgri Poultry
Telephone number	0828512738
Contact person	Terry Shaw
Occupation	Ceo
Company	Country life living lodge
Telephone number	0837839587

### Additional information

Your hobbies	Golf, fishing, sky diving, horseback riding, cooking / baking, photography
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-12-00 (13 years)
Salary you wish	7000 R per month