



Alette Fourie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Professional

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 (38 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.*
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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 (11 years)
Salary you wish	7000 R per month