



# Fiona Marx

Curriculum Vitae (CV)

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

Admin work or Data capruting. am a practical and logical person who has had a comprehensive background in the following:

Admin duties:

Scanning and submitting documents to Head Office.

Requesting statements and contracts from client.

Prepare of signed documents and agreements.

Follow up with sheriff of legal documents.

Data Capturing:

Capturing of receipts and the necessary filing and all debtors info onto computer and my knowledge of word and excel are very good and also have good computer skills.

Legal Documents and Summonses.

Prepare documents for legal actions.

I have the ability to set the example to earn the necessary respect from co-workers.

My general administration abilities are good.

I am a self motivated person.

Preferred occupation	Secretaries Administrative jobs
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Preferred work location	Port Elizabeth Eastern Cape
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## Contacts and general information about me

Day of birth	1990-09-03 (35 years old)
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Gender	Female
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Residential location	Port Elizabeth Eastern Cape
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Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

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#### **Additional information**

Salary you wish 8000 R per month

How much do you earn now 5500 R per month