

# Fiona Marx

## Curriculum Vitae (CV)

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

Admin work or Data capturing. 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 Summons.

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

### Preferred work location

## Port Elizabeth Eastern Cape

## **Contacts and general information about me**

Day of birth 1990-09-03 (35 years old)

Residential location Port Elizabeth  
Eastern Cape

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