



Patricia Pitt

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I adapt to technology

I am organised

Time management is important

I am resourceful at getting tasks done

I am a quick learner

I am very punctual

I am very detail orientated

I have good creative thinking skills

I have strong work ethics

Preferred occupation
Receptionist
Administrative jobs

Preferred work location
Bloemfontein
Free State

Contacts and general information about me

Day of birth	1972-08-24 (53 years old)
Gender	Female
Residential location	Bloemfontein Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.01 iki 2019.03
Company name	University of the Free State
You were working at:	Receptionists
Occupation	Receptionist admin assistant
What you did at this job position?	Answering calls and diverting it to relevant people, assist with registration of first year students, compile time tables, assist faculty manager with enquiries

Working period **nuo 1991.01 iki 2015.09**

Company name South African Police Services

You were working at: Team leader

Occupation Lieutenant

What you did at this job position? Administrative duties, held on/off duty parades, fire arm inspections, processing of financial claims sunday times and overtime, administrative duties for commander, held vehicle inspections, manage and develop staff

Education

Educational period **nuo 1986.01 iki 1990.12**

Degree Grade 12 / Matric

Educational institution Homevale Secondary School

Educational qualification Matric

Languages

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

Computer knowledge

Introduction to PC, Windows 98, MS word

Microsoft Office Word 2003/2016

Microsoft Office Excell 2003/2016

Microsoft Office Power point 2003/2016

Microsoft Office Outlook 2003/2016

Internet explorer

Conferences, seminars

Not applicable

Recommendations

Contact person Shereen Motaung

Occupation Manager

Company University of the Free State

Telephone number 051-4012245 078 894 1322

Contact person	Michelle Engelbrecht
Occupation	Manager
Company	Steyn Diamonds
Telephone number	072 257 0452
Email address	michelleengelbrecht1410@gmail.com

Additional information

Your hobbies	Music Knitting Cooking Walking
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1993-05-00 (32 years)
Salary you wish	Market related R per month
How much do you earn now	Unemployed R per month