



# Priyanca Pillay

Curriculum Vitae (CV)

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

I am currently a soon to be Bcom in Marketing and Business Management graduate who is seeking employment as a receptionist/admin. I am a hardworking and dedicated person who is everwilling to learn new things everyday and I aim to gain experience and knowledge to create success. I have good customer relationships building skills and I take pleasure in lending a helping hand.

## Contacts and general information about me

Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.01 iki 2019.12</b>
Company name	Gearbox parts and repairs
You were working at:	Receptionists
Occupation	Junior administrator and receptionist
What you did at this job position?	Admin and receptionist duties

## Education

Educational period	<b>nuo 2017.02 iki 2019.11</b>
Degree	Degree
Educational institution	Damelin
Educational qualification	Bcom in Marketing and Business Management
Educational period	<b>nuo 2014.02 iki 2016.11</b>
Degree	Diploma
Educational institution	Damelin
Educational qualification	Diploma in Business Management

Educational period	<b>nuo 2009.01 iki 2013.12</b>
Degree	Grade 12 / Matric
Educational institution	Stanmore secondary school
Educational qualification	Grade 12 Pass

#### Languages

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

#### Computer knowledge

I have good understanding and knowledge in Microsoft word and Excel and I have knowledge in working with the Accfin programme. I also have the knowledge of sending and receiving emails and making invoices.

#### Additional information

Your hobbies	I love working with art in my spare time and I also enjoy reading religious books and watching movies.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-09-00 (7 years)
Salary you wish	6000.00 R per month
How much do you earn now	0.00 R per month