



Fiona Pillay

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am basically looking for an Administrative , Secretarial Job since I have 12 years experience . My positive points are:

1> My unique qualities

I am dependable , flexible , friendly, hard working, punctual and a team player.

2> My Strengths :

I am enthusiastic , trustworthy , creative , dedicated , respectful and have determination to progress.

My strength is my flexibility to handle change.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1983-05-14 (41 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2002.04 iki 2007.07**
 Company name Rentronics
 You were working at: Receptionists
 Occupation Receptionist
 What you did at this job position? I was employed for a receptionist position. I enjoyed working at Rentronics so much that in my free time I used to help out on the floor as well, which gave me an opportunity to learn electronics. I used to open and close the office and factory when my employer was away on vacation.

Working period **nuo 2007.02 iki 2015.09**
 Company name Microvision Electronics
 You were working at: Administrators
 Occupation Administrator / Secretary
 What you did at this job position? Admin , office duties , sales

Education

Educational period **nuo 1995.01 iki 1999.12**
 Degree Grade 11
 Educational institution Crossmoor Secondary
 Educational qualification computers , word ,excel

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Word , Excel , Power point and Pastels version 5.2

Additional information

Your hobbies Love readings and listening to music .
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2015-03-00 (9 years)
 Salary you wish 4500 R per month
 How much do you earn now 3900 R per month