



# 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> <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 **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