



# Aida Brink

Curriculum Vitae (CV)

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

A highly motivated and confident secretary with 10 years experience in secretarial services as part of a team. Available in these sectors: Advertising, Marketing, Property, Public Relations, Legal and Insurance. Extensive knowledge of information technologies, organizing and negotiating skills. Contributing to the ongoing success of your company - making work easier, saving you time and money.

Preferred occupation	<b>Secretaries</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
	<b>Switchboard operator</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>West Rand</b> Gauteng
	<b>Randburg</b> Gauteng
	<b>Johannesburg North</b> Gauteng

## Contacts and general information about me

Day of birth	1987-12-15 (37 years old)
Gender	Female
Residential location	<b>Johannesburg</b> Gauteng
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 2017.04 iki 2020.09**  
 Company name Conveyancer/ Attorney (Uncle)  
 You were working at: Lawyers  
 Occupation Secretary  
 What you did at this job position? Secretarial services: involving wills, deceased estates, transferring of properties, letters of authority, affidavits and executorship. Did reports, letters and tables using Microsoft Word, Microsoft Excel (used Power Query), Adobe Acrobat Reader (pdf attachments), iCareAll PDF Converter (compressed pdf files to save storage space) and emailed for them (using Gmail).

Working period **nuo 2013.03 iki 2017.03**  
 Company name Antique Dealer (Aunt)  
 You were working at: Other jobs  
 Occupation Secretary  
 What you did at this job position? Secretarial services: concerning negotiating with auctioneers and antique dealers with memorabilia, antiques, investments and collectables. Did research, advertising using the 'AIDA Principle' and photography.

Working period **nuo 2011.02 iki 2013.02**  
 Company name Insurance Broker (Uncle)  
 You were working at: Financial planning consultant  
 Occupation Secretary  
 What you did at this job position? Secretarial services: involving extensive insurance protection, life assurance, medical care and investment portfolios for their clients. Did tables, forms and reports using Microsoft Excel (Power Query, Vlookup and Xlookup), Microsoft Word (Letters and Reports).

## Education

Educational period **nuo 2019.05 iki 2019.05**  
 Degree Certificate  
 Educational institution Alison Online Learning  
 Educational qualification Microsoft Excel 2010 - Revised 2017 Certificate  
 I could work Yes

Educational period **nuo 2019.05 iki 2019.05**  
 Degree Certificate  
 Educational institution Alison Online Learning  
 Educational qualification Microsoft PowerPoint 2010 - Revised 2018 Certificate  
 I could work Yes

Educational period **nuo 2019.06 iki 2019.06**  
 Degree Certificate  
 Educational institution Alison Online Learning  
 Educational qualification Microsoft Office 2010 – Revised 2018 Certificate  
 I could work Yes

Educational period **nuo 2019.06 iki 2019.06**  
 Degree Certificate  
 Educational institution Alison Online Learning  
 Educational qualification Microsoft Access 2010 – Revised 2017 Certificate  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Teams, Microsoft SharePoint, Google Meet, Zoom Video Conferencing, Skype, Google Calendar, Google Slides, iCareAll PDF Converter, Weeny Free Image to PDF Converter.

**Recommendations**

Contact person Rosemary Brink  
 Occupation Creative Arts  
 Company N/A  
 Telephone number 0842063056  
 Email address rosemaryg070@gmail.com

**Additional information**

Driver licenses None  
 Salary you wish 18000 R per month  
 How much do you earn now 17000 R per month