



# Marion Bailey

Curriculum Vitae (CV)

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

I respond to colleagues and clients well and in a timely manner. I adapt to my new working areas fast and love to learn. I'm very polite, neat and keep a professional attitude at all times.

I am self-motivated and have some knowledge in data capturing as well as general admin work. I am familiar with Ms Office, (word, excel, power point) , Search-works, Crown archiving program as well as Law Deed and can adapt quickly to learning new programs. I also speak both English and Afrikaans fluently and I hope to contribute to your on-going success

Preferred occupation	Jobs for students Student jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1992-04-18 (32 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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	<b>nuo 2015.08 iki 2016.03</b>
Company name	Karla Strydom Attorneys
You were working at:	Other jobs
Occupation	Receptionist
What you did at this job position?	Receptionist, Invoicing, Payment Collections, Allocations, Filing, Booking Meeting Appointments, switchboard, archiving of files.

Working period **nuo 2014.01 iki 2014.09**  
 Company name Ballito Property Developer  
 You were working at: Secretaries  
 Occupation Secretary/PA  
 What you did at this job position? Office – Receptionist, Invoicing, Payment Collections and Allocations, Filing, Booking Meeting Appointments

Working period **nuo 2013.07 iki 2013.08**  
 Company name Aspen Pharmacare  
 You were working at: Part time jobs  
 Occupation Filing Clerk  
 What you did at this job position? Filing and Archiving Company Financial Files

Working period **nuo 2012.02 iki 2013.01**  
 Company name XCell Communication and Kasimira Debit Collectors  
 You were working at: Other jobs  
 Occupation Data Capturing  
 What you did at this job position? Capturing hard copies and files into a database

**Education**

Educational period **nuo 2007.01 iki 2011.12**  
 Degree Grade 12 / Matric  
 Educational institution Hoerskool Hansmoore  
 Educational qualification Grade 12 with university entrance

**Languages**

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

**Computer knowledge**

Microsoft word, excel, power point. crown archiving system

**Conferences, seminars**

Shaw Academy-Ireland institution- Certificate/Diploma in Digital Marketing-May 2016

**Recommendations**

Contact person	Andre Retief
Occupation	Director
Company	Active Cleaning
Telephone number	0826522654

Contact person	Fiona
Occupation	HR
Company	Karla Strydom Attorneys
Telephone number	011 622 5719
Email address	fiona@karlastrydomattorneys.co.za

#### **Additional information**

Your hobbies	Reading fiction and no fiction book. Taking long walks, camping and doing various researches on google. I also have a knack for foot messaging which I love doing in my spare time.
Driver licenses	None
Salary you wish	5500 R per month