



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.08 iki 2016.03
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