



Erin Paice

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hardworking all-rounder who is loyal, dedicated, reliable and works with discretion

Honest person who lives life with integrity

Disciplined with sober habits

Fast and eager learner who loves to acquire new skills

Work well independently but appreciate team work as a work ethic

Computer literate with above average typing skills and accuracy, self taught in Publisher

Good problem solving skills as I can use initiative

Excellent communication skills

Down to earth person that can get on with people from all walks of life

Ability to multi-task, perform under pressure and always willing to go the extra mile

Preferred occupation

Secretaries

Administrative jobs

Administrators

Administrative jobs

Other jobs

Other jobs

Generals

General jobs

Preferred work location

East Rand

Gauteng

Johannesburg

Gauteng

Port Elizabeth

Eastern Cape

Contacts and general information about me

Day of birth

1981-07-30 (43 years old)

Gender

Female

Residential location

East Rand

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Company name	D.S.S.
Occupation	Self Employed
What you did at this job position?	Office Administration & Management; Marketing; Quotes & Invoicing; Bookkeeping
Company name	Hi-Temp
You were working at:	Plumbers
Occupation	Girl Friday
What you did at this job position?	Worked independently but reported to the CEO in KZN daily with regard to: Stock Control (Quality control, placing orders & Daily Updating of quantitative nature); Sales; Daily reporting of activities to head office; Handling couriers; Typing, Filing, Faxing, Photocopying; Data capturing; Accommodation and sometimes Travel Arrangements for the CEO; Daily maintenance of tracker system and reporting activities to head office
Company name	TeacherNET
You were working at:	HR specialists
Occupation	Personal Assistant
What you did at this job position?	Assisting the founder of the company with the following: Compu-typing; Assisting the founder of the company with the following: Compu-typing; Conducting interviews; Telephonic screening; Placing Advertisement; Data-capturing; Personal tasks for the company founder; Usual Office tasks (filing, faxing, photocopying); Conducting interviews; Telephonic screening; Placing Advertisements Data-capturing; Personal tasks for the company founder; Usual Office tasks (filing, faxing, photocopying)

Education

Degree	Grade 12 / Matric
Educational institution	INTEC Correspondence College
Educational qualification	Matric
Degree	Certificate
Educational institution	Hartwell Business Institute
Educational qualification	Microsoft Office Suite
Degree	Diploma
Educational institution	INTEC Correspondence College
Educational qualification	Paralegal Diploma - INCOMPLETE

Degree	Certificate
Educational institution	College Campus Parktown
Educational qualification	Basic Bookkeeping to Trial Balance SLP

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
Afrikaans	basic	basic	do not know

Computer knowledge

Microsoft Office

- Word
- Excel
- PowerPoint
- Windows
- Vista
- Publisher
- Outlook

SAMS (School Administration Management System)

Above average typing skills

Recommendations

Contact person	Mr McDonald
Occupation	Principal
Company	Northview High School
Telephone number	0117864386

Additional information

Salary you wish	15000 R per month
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