



# Elaine Fourie

Curriculum Vitae (CV)

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

Personal Assistant, Administrator, Hospitality or Office Management.

Skills& Attributes:

Event Planning, Computer Literacy, Strong Problem-Solving and Decision-Making Capabilities, Ability to Prioritise, Resourceful, Reliable, Trustworthy, Excellent Typing Skills, Experience of working within an International Environment, Experience of dealing with different Time Zones, Excellent Organisational Skills, Excellent Communication Skills, both verbal and written, Professional Telephone Manner, Proven ability to work Under Pressure and to Tight Deadlines, Well Presented, Excellent Administration Skills, Highly Personable, Flexible and Mature approach with ability to Work Unsupervised, Procurement.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Western Cape

## Contacts and general information about me

Day of birth	1980-02-22 (44 years old)
Gender	Female
Residential location	Southern Suburbs Western Cape
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 2014.08 iki 2017.07</b>
Company name	Herbalife Int SA Limited
You were working at:	Secretaries
Occupation	Personal Assistant / Office Professional
What you did at this job position?	Personal Assistant / Office Professional

**Education**

Educational period                    **nuo 1997.12 iki 1998.12**  
 Degree                                    Grade 12 / Matric  
 Educational institution                High school Generaal Hertzog

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

Microsoft Office

**Conferences, seminars**

Personal Assistant Diploma

Certificate: A+ Technician Course Completed & International Exam passed

PA Revolution Course

Microsoft PowerPoint 2010 Intermediate

Advanced Microsoft Outlook 2010

**Recommendations**

Contact person	Thilo Naidoo
Occupation	Country Director
Company	Herbalife SA
Telephone number	(c) 071 609 8624
Email address	thilon@herbalife.com

**Additional information**

Your hobbies	Hiking, fishing, painting, drawing, running and reading.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1998-11-00 (26 years)
Salary you wish	15000 R per month
How much do you earn now	31000 R per month