



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

Work experience

Working period	nuo 2014.08 iki 2017.07
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

Language	Speaking level	Understanding level	Writing level
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 (25 years)
 Salary you wish 15000 R per month
 How much do you earn now 31000 R per month