



Brenda Viljoen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Work from home : Typing, Data capturer

I worked in Document Control since 2006. Started as a Document Controller and worked myself up to a Document Control Manager. I also have experience in Reception, Switchboard, Office Admin, Personal Assistant and Secretarial. I enjoy working under pressure, strive at being punctual, neat, uphold company policies and procedures.

I have always had an interest in the responsibility of this career and in assisting all personnel with required information and documentation. Ensuring that the privacy and confidentiality of all documentation is one of my strong suits. I also enjoy all the challenges, problem solving, using my own initiative and working independently. As the Document Control is the heart of any company.

I achieved the goals I set for myself, by starting as a Site Secretary and worked myself up to a Document Control Manager and in the process gained experience in various QA/QC Documentation and Personal Assist to the Project Manager. I created ways to improve "on hand" documentation and drawings for Site for quicker and easier retrieval without having to use the network.

I am a quick learner and am willing to learn different types of Electronic Data Systems.

| | |
|-------------------------|---|
| Preferred occupation | Part time jobs Part time, weekend jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1958-06-27 (66 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> |

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Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2010.08 iki 2016.01 |
| Company name | Kusile Civil Works Joint Venture (Stefanutti Stocks) |
| You were working at: | Data capturers |
| Occupation | Document Control Manager, Relief - Secretary/PA |
| What you did at this job position? | As Document Control Manager I had nine staff members reporting to me and in the process gained experience in various QA/QC Documentation and Personal Assist to the Project Manager. I created ways to improve "on hand" documentation and drawings for Site for quicker and easier retrieval without having to use the network. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 1973.01 iki 1976.11 |
| Degree | Certificate |
| Educational institution | Centaurus High School |
| Educational qualification | Grade 12 |
| I could work | immediately |

Languages

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

Computer knowledge

Word, Excel, Power Point, Outlook, Internet Explorer, Livelink & Docwize (electronic data storage & management) Omni

Recommendations

| | |
|------------------|---|
| Contact person | Mr. Mark Stannard - Mr. Raymond McAfee - Mr. Joao Neto |
| Occupation | Director - Construction Manager - Engineering Manager - Project Manager |
| Company | Stefanutti Stocks (Kusile Civil Works Joint Venture - Kusile Power Station) |
| Telephone number | (011-5714300) 0823710943 - 0832651400 - 0834685507 |
| Email address | mark.Stannard@stefstocks.com |

Additional information

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|---------------------|-------------------------------------|
| Your hobbies | reading, cross word puzzles, baking |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 1978-08-00 (45 years) |

Salary you wish

6000 R per month