



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

Your hobbies	reading, cross word puzzles, baking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1978-08-00 (46 years)

Salary you wish

6000 R per month