



Priyanca Pillay

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently a soon to be Bcom in Marketing and Business Management graduate who is seeking employment as a receptionist/admin. I am a hardworking and dedicated person who is everwilling to learn new things everyday and I aim to gain experience and knowledge to create success. I have good customer relationships building skills and I take pleasure in lending a helping hand.

Contacts and general information about me

Gender	Female
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 2014.01 iki 2019.12
Company name	Gearbox parts and repairs
You were working at:	Receptionists
Occupation	Junior administrator and receptionist
What you did at this job position?	Admin and receptionist duties

Education

Educational period	nuo 2017.02 iki 2019.11
Degree	Degree
Educational institution	Damelin
Educational qualification	Bcom in Marketing and Business Management
Educational period	nuo 2014.02 iki 2016.11
Degree	Diploma
Educational institution	Damelin
Educational qualification	Diploma in Business Management

Educational period	nuo 2009.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Stanmore secondary school
Educational qualification	Grade 12 Pass

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

I have good understanding and knowledge in Microsoft word and Excel and I have knowledge in working with the Accfin programme. I also have the knowledge of sending and receiving emails and making invoices.

Additional information

Your hobbies	I love working with art in my spare time and I also enjoy reading religious books and watching movies.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-09-00 (6 years)
Salary you wish	6000.00 R per month
How much do you earn now	0.00 R per month