

CURRICULUM VITAE



Maria Ioannidou Pieterse

PERSONAL DATA

First Name	:	Maria
Surname	:	Ioannidou-Pieterse
Identity Number	:	1046343
Date of Birth	:	13 January 1963
Marital Status	:	Married
Nationality	:	Cypriot/South African
Place of Birth	:	Krugersdorp, South Africa
Home Address	:	Georgiou Chr. Popi. Lyssos, 8800 Paphos
Postal Address	:	P.O. Box 62744 8068, Paphos Cyprus
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EDUCATION

Last school attended : Krugersdorp High School
Krugersdorp, South Africa
(1976 – 1980)
Matric (graduated)
(Standard Grade)

Subjects passed : Geography, Biology, Maths, Accounting,
English, Afrikaans

Extramural activities : Drama Club

Other activities : Modern Dancing

Colleges

1981 : Wits Technikon
Secretarial College

Subjects : Typing, Shorthand,
English and Afrikaans communication
Secretarial Practice
Tourism

Jan 1990 – Dec 1990 : Gordon Flack Davidson
School of Fashion Design

Subjects : Pattern making, sewing,
Fashion drawing, etc.

1992 : Academy of Learning

Subjects : Secretarial subjects, as well as computer
Subjects such as Wordperfect 5.1, Basic Dos,
Lotus 1-2-3, D Base 3 plus, Brilliant Accounting,
Bookkeeping.

2014 : LCCI Certificate in Bookkeeping, Level one

2015 : LCCI Certificate in Bookkeeping, Intermediate

WORK EXPERIENCE:

Current Position:

Superior Real Estate on a self-employed, part-time basis as per hours worked

Previous Positions:

April 2016 – March 2020

Superior Real Estate

Reception; updating databases; general secretarial duties; listings; property rentals & Sales.

Daily assistance to Manager

January – April 2015

Partner with Perspective Cyprus Magazine

Admin duties, setting up appointments, seeing to the printing of the magazine.

December 2011 to 30 November 2014

Company: Manhiem Trading` Company Ltd, Yeroskipou

Position: Secretary

Duties: Various secretarial duties, screening calls, typing, telesales, general assistance where needed. Took a lot of initiative in counting and recording stock, etc.

The Company later opened a Print Shop, to which I was moved. We also sold some of the stock from the trading company in the shop. Duties were general running of the shop. Keeping track of customers; keeping records of income and cash, stock, executing printing jobs, with assistance of owner when needed, while still doing secretarial duties as well. The shop was closed at the end of November 2014.

December 2010 - December 2011

Unemployed/self-employed – Did various part time secretarial jobs.

1 December 2009 – 30 September 2010

Glykis Supermarket (L. Glykis Enterprises Ltd), Goudi

General admin and basic bookkeeping

Duties: checking deliveries and entering invoices onto computer system.

Sept 2007 until 16 February 2009

Leptos Estates – Developers

Sept 2007 – March 2008 Secretary to Personnel Manager

March 2008 to February 2009 – Information Officer at Latchi Office until retrenchment in February 2009

Dec 2004 – 31 August 2007

InterContinental, Aphrodite Hills Resort Hotel

Food and Beverage Administrator

Assisted the Food and Beverage Manager & General Secretarial duties

17 June 2002 until 17 December 2004

Almyra (formerly Paphos Beach Hotel)

(The Paphos Beach Hotel was re-launched as Almyra in December 2002)

Secretary - Including work for General Manager, Chief Accountant, as well as for Personnel Manager, general secretarial work for the hotel, typing, spreadsheets, daily mail, daily menus, mailings.

1 December 2001 – 11 June 2002

Aristodemou Ideal Homes, Paphos

Secretary - General Secretarial duties - typing for both sales and admin/accounts departments

February to July 2001

Artyfacts, wrought iron furniture store (South Africa)

Manageress. Duties included daily cash-ups, taking orders, window-dressing, stock-taking, etc. Worked with one sales assistant.

1 December 1999 – 29 January 2001

Morgan, clothing boutique (South Africa)

Started as sales assistant and later managed one of the stores.

Duties included running of the store, customer service, daily cash ups, merchandising, window dressing, stock-taking.

March to November 1999

The Flower Emporium, flower store (South Africa)

Manageress. Duties included running of store, customer service, taking orders and arranging delivery of flower arrangements

July 97 to December/January 2000

The Ouzeri Restaurant (South Africa)

Waitressing and then later assisted on the management side

September 95 – May 97

Gabbro Traders (Pty) Ltd, Importers and Exporters of Granite

Secretary/Reception. General secretarial duties including working on Lotus 123, Lotus Ami Pro, operating Jupiter switchboard, petty cash.

1 Sept 1994 – 30 Nov 1994

Pick n' Pay Family Store, Supermarket (Temporary Position)

Cash Office attendant – Daily cashing up. Handling and counting huge amounts of cash. There were +- 14 tills to cash up. Daily preparations of tills, etc.

Banking, arranging of change and dealing with security guards.

September 1993 – July

Manthos A. Mattheou, Law Office (Cyprus)

Secretary / Receptionist: Duties included Reception, Typing in both English and Greek. Worked on wordperfect 5.1 and Wordperfect for windows. Used data base package, General Secretarial duties. Client liason.

Sept 1992 – May 1993

Academy of Learning, Epsom Downs, Bryanston, Audio visual learning centre.

Secretary/Reception: - Supervision of Students, administrative work, answering enquiries, general office duties, use of wordperfect 5.1, downloaded data on weekly basis to and from head Office via Belnet as well as helping and teaching the following courses: Secretarial courses, Wordperfect, Basic Dos, Lotus 1-2-3, Dbase 3 Plus, Brilliant Accounting, Bookkeeping.

March 1989 – Dec 1989)

Jeans North, (clothing store), Norwood, SA

Manageress - Receiving stock, sales, merchandising, window dressing, daily cash ups.

March 1989 – Dec 1989)

Jeans North, (clothing store), Norwood, SA

Manageress - Receiving stock, sales, merchandising, window dressing, daily cash ups.

June 1984 – June 1988

Goophees and Smiley Blue clothing stores as sales assistant

Prior -

JCI Mining Company (long term temporary assignment
Secretarial work

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References:

Thekla Paouri
Manageress at Manhiem Trading

Loizos Glykis
Glykis Supermarket
Goudi
Tel: (Glykis DIY) 26 323 909

Mr Stelios Christides, Personnel Manager
Leptos Estates
Andreas
Assistant Sales Manager, Leptos Estates
Tel: 26 880 100

Klitos Demetriou, Food & Beverage Operations Manager
Stephanos Chrysanthou, Executive Chef
Sylvain Faucher, Food & Beverage Director
InterContinental Aphrodite Hills Resort Hotel, Cyprus
Tel: 26 829 000

Mr Iacovos Polydorou, Chief Accountant
Mrs Panayiota Kyppari, Personnel Manager
Thanos Hotels Ltd.
The Annabelle and formerly of Almyra
Tel: 26 938 333

Mr Phidias Perdios
Former General Manager of Paphos Beach Hotel and Almyra
Now General Manager of Avlida Hotel
Tel: 26 946 000

Ms Marina
Mr J. Aristodemou
Aristodemou Ideal Homes
Tel: 26 934 198