



Sue Upton

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative job - typing, editing and sub editing of formal documents.

Alternatively

HR administration / salary administration.

Preferred occupation

Administrators
Administrative jobs

Contacts and general information about me

Day of birth 1954-10-02 (71 years old)

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.02 iki 2020.08**

Company name Institute of Pharmaceutical Services

You were working at: Administrators

Occupation Administration clerk

What you did at this job position? receive pharmaceuticals for testing, type reports, procedures

Working period **nuo 2015.11 iki 2018.11**

Company name Rekord newspapers

You were working at: HR specialists

Occupation HR administrator / Salary administrator

What you did at this job position? Control payroll, day-to-day HR admin work

Working period	nuo 2004.08 iki 2015.01
Company name	Caxton Newspapers a division of CTP Limited
You were working at:	HR specialists
Occupation	Branch HR administrator
What you did at this job position?	Day - to -day HR admin, payroll administrator, building manager

Education

Educational period	nuo 1968.07 iki 1971.12
Degree	Grade 12 / Matric
Educational institution	Westville Girls High School
Educational period	nuo 1972.02 iki 1972.12
Degree	Diploma
Educational institution	NATAL TECHNIKON
Educational qualification	National Secretarial diploma
I could work	At any office doing typing, shorthand, filing
Educational period	nuo 1978.02 iki 1981.11
Degree	Degree
Educational institution	NATAL UNIVERSITY DURBAN
Educational qualification	Higher diploma of education
I could work	as a teacher
Educational period	nuo 2014 iki 2014
Degree	Certificate
Educational institution	UNIVERSITY OF CAPE TOWN
Educational qualification	PRACTICAL LABOUR LAW
I could work	HR

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

WINDOWS Excel, Word, outlook

Conferences, seminars

HR related - Employment equity, SED, Compensation fund, Job profiling and assessments

Recommendations

Contact person	Sabine Goodwin
Occupation	General Manager
Company	Capital Media t/a Rekord Newspapers
Telephone number	012 842 0300
Email address	sabine@rekord.co.za

Contact person	Helga Kelly
Occupation	Quality Assurance Manager
Company	Institute of Professional Services
Telephone number	010 020 2520
Email address	helga@ipslabs.co.za

Additional information

Your hobbies	Crafts, reading, walking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1972-10-00 (53 years)
Salary you wish	7000 R per month