



Elizabeth Clayton

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an admin job. I am an experienced Personal Assistant, Material Controller, Chemical Analyst and current a Systems assistant for Pragma in the Engineering department. I am well positioned to join your company to make an immediate and positive impression. My key area's include a solid back ground in administration, front line skills, Microsoft office tools, self development, communication, interpersonal relationships, assertiveness and internal auditing. I believe my skills and reputation will enhance which ever department I am placed in

Preferred occupation	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1974-12-30 (51 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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

Additional information

Salary you wish	19000.00 R per month
How much do you earn now	19880.00 R per month