



Mary Lynne Du Plessis

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have 34+ years experience as a PA Secretary / Tender Administrator. I am new to Freelancing but very excited to get started and would really appreciate the opportunity!

With a keen eye for accuracy in transcription, a knack for speedy yet quality typing, and experience in typing of handwritten and PDF materials as well as dicta-phone experience, I believe I will be able to complete a task in a very fast turn around time.

I have experience on the following packages: Microsoft Office - Word, Excel, PowerPoint, Outlook and Publisher as well as Syspro. I have a typing speed of 65-70 words per minute and believe time is of essence when it comes to completing a job / assignment. I am a highly motivated person and pay great attention to detail and accuracy.

I believe I can tackle any task given to me with the utmost dedication, accuracy and fast turn around time to be able to compete the task / assignment effectively.

Looking forward to hearing from you soon.

Preferred work location West Rand
Gauteng

Contacts and general information about me

Day of birth	1966-01-02 (59 years old)
Gender	Female
Residential location	West Rand 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> Sign in