



# Lesleigh Raquel Renton

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am currently seeking employment as a administration Clerk as I have 10 years experience within the Admin, Finance and Human resources department.

I am computer literate with experience in MS Office, word , excel, outlook and PowerPoint.

I have worked with recruitment, Transfers, leave, promotions, service termination, data capturing, general administrative duties, budgets, itineraries, overtime, payments and many other duties pertaining to the above mentioned departments. I am a quick learner and work well in a team as well as unsupervised.

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      Secunda  
   Mpumalanga

## Contacts and general information about me

Day of birth	1983-11-15 (42 years old)
Gender	Female
Residential location	Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	11000 R per month
-----------------	-------------------