



Claire Du Toit

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for Secretarial/Administrative/Assistant roles

Excellent people skills

Excellent written business communication skills

Accustomed to working and liaising with high-level company representatives

Extensive organisational skills

Proficient in Microsoft Office applications, Internet and Email, and am able to pick up any system at a fast rate

Efficient and organised

Communication is my greatest strength

I am an extrovert who enjoys communicating with people at all levels and in all walks of life. I consider myself a committed humanitarian, who is able to inspire, nurture and relate on a very wide level

My personal values include integrity, commitment and accountability

I am able to work on my own initiative to begin and complete tasks and assignments entrusted to me

I enjoy utilising my organisational skills and know that I would be an asset to any organisation

Preferred occupation Administrators
 Administrative jobs

Secretarial Assistant Administrative jobs

Preferred work location West Rand
Gauteng

Contacts and general information about me

Day of birth 1968-01-30 (57 years old)

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address *Information is available only for registered users.* [Sign in](#)

Additional information

Salary you wish

12000 - 20 000 R per month