



# 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
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## Contacts and general information about me

Day of birth	1968-01-30 (56 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

**Additional information**

Salary you wish

12000 - 20 000 R per month