



Sue Upton

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative job - typing, editing and sub editing of formal documents.

Alternatively

HR administration / salary administration.

Preferred occupation Administrators
Administrative jobs

Contacts and general information about me

Day of birth 1954-10-02 (70 years old)
Gender Female
Residential location Johannesburg
Gauteng
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.02 iki 2020.08**
Company name Institute of Pharmaceutical Services
You were working at: Administrators
Occupation Administration clerk
What you did at this job position? receive pharmaceuticals for testing, type reports, procedures

Working period **nuo 2015.11 iki 2018.11**
Company name Rekord newspapers
You were working at: HR specialists
Occupation HR administrator / Salary administrator
What you did at this job position? Control payroll, day-to-day HR admin work

Working period **nuo 2004.08 iki 2015.01**
 Company name Caxton Newspapers a division of CTP Limited
 You were working at: HR specialists
 Occupation Branch HR administrator
 What you did at this job position? Day - to -day HR admin, payroll administrator, building manager

Education

Educational period **nuo 1968.07 iki 1971.12**
 Degree Grade 12 / Matric
 Educational institution Westville Girls High School

Educational period **nuo 1972.02 iki 1972.12**
 Degree Diploma
 Educational institution NATAL TECHNIKON
 Educational qualification National Secretarial diploma
 I could work At any office doing typing, shorthand, filing

Educational period **nuo 1978.02 iki 1981.11**
 Degree Degree
 Educational institution NATAL UNIVERSITY DURBAN
 Educational qualification Higher diploma of education
 I could work as a teacher

Educational period **nuo 2014 iki 2014**
 Degree Certificate
 Educational institution UNIVERSITY OF CAPE TOWN
 Educational qualification PRACTICAL LABOUR LAW
 I could work HR

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

WINDOWS Excel, Word, outlook

Conferences, seminars

HR related - Employment equity, SED, Compensation fund, Job profiling and assessments

Recommendations

Contact person	Sabine Goodwin
Occupation	General Manager
Company	Capital Media t/a Rekord Newspapers
Telephone number	012 842 0300
Email address	sabine@rekord.co.za

Contact person	Helga Kelly
Occupation	Quality Assurance Manager
Company	Institute of Professional Services
Telephone number	010 020 2520
Email address	helga@ipslabs.co.za

Additional information

Your hobbies	Crafts, reading, walking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1972-10-00 (52 years)
Salary you wish	7000 R per month