

Ann Pope Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am seeking a position as a Personal Assistant. I have extensive experience and am able to carry out duties across the broader Personal Assistant and into Office Management roles

My positive points are as follows:

- People's person with good interpersonal skills.
- · Honest and ethical
- · Energetic, resilient and persistent
- Above average organisational, planning and prioritization skills and am goal orientated and self motivated
- I have a strong attention to detail and am very methodical and attempt to do things "first time right" = strive for excellence
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Initiative
- Solution orientated
- Go-getter, dynamic, and a positive person with a can do attitude
- Deadline driven and thrive under pressure

Preferred occupation Personal assistant

Administrative jobs

Preferred work location Northern Suburbs

Western Cape

Contacts and general information about me

Day of birth 1969-12-23 (55 years old)

Gender Female

Residential location Northern Suburbs

Western Cape

Telephone number Information is available only for registered users.

Sign in

Sign in

Additional information

Salary you wish

25000 R per month