



# Rachelle Boulton

Curriculum Vitae (CV)

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

Good day,

I trust this email finds you well. I am confident that my skills and experience make me an ideal candidate for the position advertised. I have over 25 years of Administration and Personal Assistant experience. I have my own transport and I reside in Randburg.

My skills include Diary Management, Data Capture, Microsoft Word, Excel, PowerPoint, Pastel, Xero, QuickBooks, Zoho, Edupac, Mie Books, Microsoft Outlook and Internet as well as using social media such as Facebook, Twitter, LinkedIn and Internet research.

I have had the opportunity to work independently in a complex environment which has strengthened my administrative skills as well as my communication and organizational skills. I have provided quality customer service, both in person and over the phone, and pride myself on my capabilities in this area.

I am eager to contribute my knowledge and experience to your team and I look forward to learning more about the role.

Thank you for your consideration.

Rachelle Boulton

076 267 3733

Preferred occupation

**Administrators**  
Administrative jobs

**Secretaries**  
Administrative jobs

**Receptionist**  
Administrative jobs

**Personal assistant**

Administrative jobs

Preferred work location      Johannesburg  
Gauteng

### Contacts and general information about me

Day of birth                      1972-07-20 (52 years old)

Gender                              Male

Residential location            Johannesburg  
Gauteng

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                 15000 R per month

How much do you earn now    25000 R per month