

Michelle Wright

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am capable of fulfilling tasks that would be required of me in a very positive and helpful manner, such as

- Perform administrative duties of all kinds.
- Answer and direct calls and queries to the correct departments.
- Assist customers in a friendly and professional manner at all times.
- Further assist in all departments that are required of me.

In addition to my experience and personal qualities, I would make it of utmost important to uphold an excellent reputation for the company I am employed in at all times.

Preferred occupation Secretaries

Administrative jobs

Preferred work location Johannesburg

Gauteng

Contacts and general information about me

Day of birth 1976-04-16 (48 years old)

Gender Female

Residential location Johannesburg

Gauteng

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