



Msizi Nhlabathi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Kind regards,

Msizi Nhlabathi

Preferred occupation

Administrators

Good day,

Administrative jobs

Preferred work location

Johannesburg

My name is Msizi Nhlabathi, and I would like to express my interest in applying for the vacant

position advertised by your Company. As an organized and efficient professional with experience

providing comprehensive administrative, retail and personal support, I am confident that I would be

a valuable asset to your Company. My background consists of extensive experience in overseeing

Contacts and general information about me

administrative functions for executive- level management teams and department directors.

Day of birth

1995-09-01 (30 years old)

Gender

Male

I personally believe that my extensive work experience background will make me a strong

Residential location

Johannesburg

candidate for this particular opportunity. From organizing travel arrangements to managing

Telephone number

Calendars and schedules, my skillset allows me to thrive in busy environments that let me put my

time management and organizational skills to use. Backed by my superior communication and

Email address

multitasking capabilities, I excel at providing exceptional administrative expertise and generating

optimal productivity and success within a business environment.

Additional information

Salary you wish

7000 R per month

In the past years, I have found that I am decently skilled in the art of persuading. I bring my point

How much do you earn now

6500 R per month

across very well, communicate with people and my skills further lie in my ability to

comprehensively read and understand the situation and act quickly, yet smartly.

My work background includes interning as an Office administrator, maintaining a permanent Office administrator position. What distinguishes me from my peers is that I excel in everything I set my attention to, I am organized, resourceful, personable and a fast learner.

I believe that I am a perfect candidate for this position as it will require a dedicated individual who is passionate about what he does and where the strain of multi- tasking will not slow them down nor deter them. What better way to prove that I have truly been benefited by my past work experience, and what better place to start than a company as reputable as yours. I am available from this point forward. Please find attached my Curriculum Vitae with all required information, and I am looking forward to an interview with your Company in due course.