



Davine Thomas

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Human Resource Management

I am applying for an open Admin/ Receptionist position. I believe the skills and experience I have to offer in this respect will prove to be of considerable benefit to your company.

The experience and skills I have to offer:

- I have extensive experience in performing administrative duties and operational functions required to run a business or organization department.
- I have very good communication skills, both written and oral, as well as interpersonal skills.
- I have strong computing skills, and advanced skills and knowledge in most of the industry standard computer software, including the Microsoft Office Suite and Pastel.
- I have excellent multi-tasking skills and I can organize work on an independent level.
- I have experience in compiling and maintaining transactions within business, entering and recording orders for stock and services, as well as sending out monthly checks and invoices.
- I have excellent team building and interpersonal skills, and I have the ability to fit and blend in to a team atmosphere quickly and seamlessly.
- I also have excellent problem solving, analytical and decision-making skills.

I would like to take this opportunity to thank you for considering me for this position, and I look forward to the chance to expand on my qualifications, experience and skills at interview level.

To this end you may contact me at 0718855266, or send me an email at davinemaryj@gmail.com. I thank you again for the opportunity to be of service to you.

Yours Sincerely,

Davine Thomas

0718855266

davinemaryj@gmail.com

Preferred occupation

Administrators
Administrative jobs

Preferred work location	Cape Winelands Western Cape
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Contacts and general information about me

Day of birth	1995-01-25 (30 years old)
Gender	Male
Residential location	Cape Winelands Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	R7500 R per month
How much do you earn now	R5700 R per month