



# Elwirha Texeira

Curriculum Vitae (CV)

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

I am looking for the position of Administrative Clerk. I believe the skills and experience I have to offer in this respect will prove to be of considerable benefit.

The experience and skills I have to offer as Admin Clerk includes the following.

- 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 basic computing skills, and advanced skills and knowledge in most of the industry standard computer software, including the Microsoft Office Suite.
- I have excellent multi-tasking skills and I can organize work on an independent level.
- I have excellent teambuilding 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 any Reception, switchboard, Administration position. I look forward to the chance to expand on my qualifications, experience and skills at interview level.

Preferred occupation

Switchboard operator  
Administrative jobs

Operations Clerk  
Administrative jobs

Miners  
Mining jobs

Receptionists

Hotel jobs

Preferred work location

West Coast  
Western Cape

### Contacts and general information about me

Day of birth 1979-05-09 (46 years old)

Gender Female

Residential location West Coast  
Western Cape

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 15000 R per month