

Zinhle Dlamini

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day Sir/Mam

I trust this mail finds you well.

I would like to apply for the Administration. I am currently unemployed so therefore I am available immediately. I have 3 years experience working in the hospitality industry. I have a qualification in Hospitality Management. I currently reside in Kinross, Mpumalanga province and definitely willing to relocate.

I am a 22 years of age, a hard worker and I always push to go the extra mile. During my time in the hospitality industry I worked in various departments including Front office as a receptionist I had to operate a switch board, take messages, welcome guest and other administrative duties. I believe that my experience can be quite useful for this available position at your company.

I believe I can be an asset to your company as I am a hard worker and strive to be the best in all that I do. I create great relationships with clients and colleagues.

Thank you for taking your time to view my Curriculum Vitae and cover letter.

Please find attached my Curriculum Vitae and qualifications for your perusal.

Kind regards

Preferred occupation Administrators
Administrative jobs

Preferred work location Middelburg

Mpumalanga

Contacts and general information about me

Day of birth 1998-11-08 (27 years old)

Gender Female

Residential location Secunda

Mpumalanga

<u>Sign in</u>

Sign in

Additional information

Salary you wish 12000 R per month