



Dimpo Tindle

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am skilled office administrator, looking for any Available vacant where my skills will be not only recognized by also rewarded.

I am very confident that I am A fast learner

And I believe I can make a suitable and significant contribution to your organisation's operations in areas of administration

I would bring my ability not only to work hard but also to complete tasks on time and to the highest standards.

In my former role as an admin clerk in Ikage sd College I was responsible for clients service , writing of reports , scanning of documents and all the duties of an administrator. I acquired administration skills, computer skills, interpersonal skills ,communication skills, time management , problem solving and an ability to maintain good client relationships while completing my three year Diploma in Business and Information management known as Office Management Technology from Durban University of Technology.

With an urge to work both independently and well, in a team I am positioned to exceed your expectations.

I thank you very much for your time and consideration.

Preferred occupation Administrators
Administrative jobs

Preferred work location Kimberley
Northern Cape

Midrand
Gauteng

Contacts and general information about me

Day of birth 1999-05-05 (26 years old)

Gender Female

Residential location

Kimberley
Northern Cape

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Additional information

Salary you wish

R5000 R per month