



Daniel Chipu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to express my interest in the position of Admin Clerk and to say that I feel I am a perfect match to this job. I have a natural ability to manage workloads and oversee daily tasks to ensure job performances meet or exceed expectations and a real desire to become a permanent member of your staff.

I am highly skilled in accounting, budgeting, record keeping, time reporting and all other clerical duties. I am highly skilled with computers and using programs such as spreadsheets and MS word. I have experience working with and exchanging information with other departments.

I believe that I am by far the most suited applicant for this position and I look forward to meeting with you in person. Thank you for your time and for considering me for this position.

Preferred occupation	Jobs for students Student jobs
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Preferred work location	Johannesburg Gauteng
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East Rand Gauteng

Contacts and general information about me

Day of birth	2001-01-11 (24 years old)
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Gender	Male
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Residential location	Johannesburg Gauteng
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Telephone number	Information is available only for registered users. Sign in
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Email address	Information is available only for registered users. Sign in
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Additional information

Salary you wish	5000 R per month
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