



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](#)

Preferred work location [Johannesburg](#)
[Gauteng](#)

[East Rand](#)
[Gauteng](#)

Contacts and general information about me

Day of birth [2001-01-11 \(25 years old\)](#)

Gender [Male](#)

Residential location [Johannesburg](#)
[Gauteng](#)

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 [5000 R per month](#)