

Sipho Thenjwayo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear SIR/Madam

Application for the Administrator position

I hereby apply for the Administrator position in your organization. I strongly believe that I would be of great assistance to your organization as I am a capable young and energetic person with unlimited knowledge, always willing to learn, relevant and favorable qualities to perform the job competently and effectively.

I am an ambitious, goal driven person who is intelligent and diligent, an ambitious and hardworking man who loves challenges and is willing to learn new things everyday. I am able and willing to work under pressure to deliver and achieve set goals. I have patience, a good team player as well as ability to build and maintain good working relationships.

I am good at problem-solving and tackling problems head-on. Furthermore, I believe that my skills can play a vital role in your organization. In addition, I am certain that I can bring positive changes to your organization by coming up with innovative ideas, only if I am given a chance to prove myself. As an extension of my inclination to analyze everything, I intend to analyze my actions as well.

I have enclosed my curriculum vitae and I am willing to provide any necessary documents that may be needed. Should you wish to interview me, I am available at your convenience.

I hope that this motivational letter will find considerable attention that will result in a positive response

Preferred occupation Administrators
 Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1990-11-22 (35 years old)

Residential location Pretoria / Tshwane
Gauteng

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

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period **nuo 2011.02 iki 2013.12**

Company name jodan construction

You were working at: Administrators

Occupation clerk

What you did at this job position? contact ended

Working period **nuo 2015.03 iki 2022.11**

Company name Arziki ayoka Trading

You were working at: Administrators

Occupation tender administrator

What you did at this job position? contract ended

Education

Educational period **nuo 2010.01 iki 2010.12**

Degree Grade 12 / Matric

Educational institution public school

Educational qualification grade 12

I could work yes

Educational period **nuo 2015.02 iki 2016.11**

Degree Certificate

Educational institution zenzele computer

Educational qualification computer studies

I could work yes

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |

Computer knowledge

Microsoft, word and excel

Additional information

Driver licenses A Motorcycle > 125cc

Driver license from 2021-09-00 (4 years)

Salary you wish 6000 R per month

How much do you earn now 0.00 R per month

