



# Gale Nondumiso Ramodibe

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

To whom it may concern

It is with interest and enthusiasm that I respond to your advertisement for a Data Entry Clerk. I am confident that my experience and skills are an excellent match for this position. My credentials include:

4 years experience of compiling, verifying and entering high volumes of information accurately into various databases

thorough working knowledge of computer applications including word processing, spreadsheet, database, and presentation software

excellent alphanumeric keyboarding skills

demonstrated persuasive communication skills necessary to collect essential information in a professional and courteous manner

strong planning and organizational skills used to manage complex, multiple assignments

track record of working efficiently within a team environment to successfully meet strict deadlines and service level agreements

acknowledged ability to identify and resolve problems independently

proven dedication to preserving and protecting confidential information

As a dependable and resourceful person with a strong sense of urgency and self- motivation, I am convinced that I can make a valuable contribution to the productivity of your company.

I would welcome the opportunity to discuss my suitability further. I look forward to hearing from you to arrange a personal interview at your earliest convenience.

Thank you for your time and consideration

Sincerely

Gale Nondumiso Ramodibe Jobseeker

|                         |                      |
|-------------------------|----------------------|
| Preferred occupation    | Banking              |
|                         | Finance jobs         |
|                         | Conveyancing secre   |
|                         | Law, legal jobs      |
|                         | Switchboard operator |
|                         | Other jobs           |
| Preferred work location | Johannesburg         |
|                         | Gauteng              |

#### Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1979-05-16 (45 years old)   |
| Gender               | Female  |
| Residential location | East Rand   |
|                      | Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 16000 R per month |
| How much do you earn now | 16000 R per month |