



# Lindiwe Mavata

Curriculum Vitae (CV)

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

Dear Sir or Madam

Upon learning of your posting for an experienced Office assistant, Admin Clerk, Data Capture and customer Service,

hastened to submit my resume for your review. As I am highly organized and efficient professional with a variety of administrative experience and exceptional interpersonal abilities, I am prepared to significantly contribute to your company's goals and objectives. My background includes overseeing administrative operations managing the director's diaries, taking messages, travel arrangements taking minutes in meetings and assisting staff members.

My Skills set matches all the requirements laid out in the job description. In particular my ability to work to tight deadlines and manage my time effectively make me a good fit for the role in my current job I have manager my ow workload, taking briefs from colleagues and multiple departments from organizing schedules and Assisting employees to coordinating and providing outstanding customer service, I excel at prioritizing tasks, collaborating with peers and management teams, and encouraging effective communication and organizational procedures to realize seamless organizational functioning

|                         |                     |
|-------------------------|---------------------|
| Preferred occupation    | Administrators      |
|                         | Administrative jobs |
|                         | Government jobs     |
|                         | Government jobs     |
| Preferred work location | Cape Town           |
|                         | Western Cape        |
|                         | Northern Suburbs    |
|                         | Western Cape        |

## Contacts and general information about me

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| Day of birth         | 1983-07-03 (40 years old)                           |
| Gender               | Female                                              |
| Residential location | Cape Town<br>Western Cape                           |
| Telephone number     | Information is available only for registered users. |

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Email address

*Information is available only for registered users.*

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#### **Additional information**

Salary you wish R14000 R per month

How much do you earn now R10400 R per month