



Luyanda Vellem

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir /Madam

I am writing to express my interest in the position that is currently available at your firm. I do not have any experience in the field as yet, but I wish to build on my skills in the office and especially contributing my skills and expertise to your team.

I am particularly excited about the opportunity to work with a team and learning from the diverse perspectives of my team members.

I am a hardworking individual who learns fast and is willing to work extra hours should the need arise. I am able to take on the responsibility of customer service and invoicing, handling calls and e-mails. I am confident in liaising with customers telephonically and I have excellent organisational skills. I am computer literate. I have good communication skills and I am a punctual and a trustworthy young man. I am a qualified office administrator.

I would welcome the opportunity to discuss my attached qualifications further and learn more about the opportunity to join your team. Please feel free to contact me at any time to schedule an interview.

Thank you for considering my application.

Yours sincerely,

Luyanda Vellem

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Email address: luyandavellem506@gmail.com

Preferred occupation

Generals
General jobs

Preferred work location

East London
Eastern Cape

Contacts and general information about me

Day of birth	1999-10-09 (24 years old)
Gender	Male
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	R8000 R per month
How much do you earn now	R0 R per month