



Karabo Lemogang

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Ms/Mr

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 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.

Having worked for Lethabong Secondary School for the last 2 years, and Impact Progressive college for 10 months, I have acquired the type of hands on experienced needed to keep the office running smoothly. I have the ability to adjust to new surroundings and procedures. I have an NQ4 and NQ5 Project Management certification. I am flexible, detail oriented and can work as part of a group without problems or independently, which ever benefits the company the most.

I am highly skilled with computers and using programs such as spread sheets and Ms Word, Excel, project and PowerPoint.

I believe that I am by far the most suited applicant for this position and I love forward to meeting you in person. Please call 071 874 3616 for an interview. Thank you for your time and for considering me for this position

Yours sincerely

Karabo Lemogang

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Witbank
Mpumalanga

Hartbeespoort
North West

Mabopane
North West

Contacts and general information about me

Day of birth	1999-12-17 (26 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
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	7000 R per month
How much do you earn now	5000 R per month