



Naledi Ntoane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear HR Manager

I am writing to express my interest in the Administrator position at Harmony, as advertised. With my background in administrative support, attention to detail, and organizational skills, I am confident in my ability to contribute to the efficient operations of your team.

I am seeking a role where I can apply my strong communication skills, ability to manage multiple tasks, and proficiency with office software to help streamline operations. I am highly organized, dependable, and excel at problem-solving. Additionally, my ability to work both independently and as part of a team makes me well-suited for this position.

I would welcome the opportunity to discuss how my skills and experiences align with your needs. Thank you for considering my application. I look forward to the possibility of contributing to your team at Harmony Mine.

Sincerely,

Naledi Ntoane

ntoanenedi2@gmail.com

0717656320

Preferred occupation

Operations Clerk
Administrative jobs

Administrators
Administrative jobs

Preferred work location

Welkom
Free State

Contacts and general information about me

Day of birth 2003-01-25 (22 years old)

Gender Female

Residential location Kroonstad
Free State

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Additional information

Salary you wish

16000-20000 R per month

How much do you earn now

R4500 R per month