



Ayanda Melani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To whom it may concern

Application for job vacancy

I hereby forward my curriculum vitae

I read and am interested about the position available in your company. Please accept this letter and the enclosed resume as my application for this position.

As an experienced administrator, I have solid knowledge of a variety of database management, enterprise resources management, customer management and organizing appointment and meetings as well as practical experience in these areas. During my working experience I had successful experience in developing team work within the company; in fact, during my placement at metropolitan company, my team leader told me I was the most efficient administration clerk the company had ever worked with. When my work required me to collaborate with my co-workers on team project, I would go an extra mile gathering information and data for my team, refining and analysing ideas from each team member and, I found that my problem-solving skills were enhanced by working as part of a team and by considering other people's ideas.

I am eager to have the chance to discuss this position with you in an interview. Please contact me at 076-297-2689

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Western Cape
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Contacts and general information about me

Day of birth	1984-09-27 (41 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish 13000 R per month

How much do you earn now 13000 R per month