



# Mildred Sibande

Curriculum Vitae (CV)

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

I am looking for Admin support jobs and I have I am writing to express my interest in the Administrative positions available at lucrative Mining companies. As a college graduate with 7 years of professional experience, I am confident that my skills and strengths align with the requirements of this position.

From the job description, I understand that the ideal candidate must maintain various communication channels, and marketing strategies, and write company announcements and news articles. As a Medical Office Administrator, I have gained extensive experience managing communication channels, drafting company announcements, and producing educational videos. My experience in this role has prepared me to take up the responsibilities of a Customer Service Representative, which requires effective communication and problem-solving skills.

I am particularly interested in joining the Communications Strategy Group because of the company's reputation for excellence in customer service. I am excited about the opportunity to be a part of a team that values customer satisfaction and strives to exceed expectations. Furthermore, I believe that my experience in quality assurance, complaint resolution, and call center operations will be valuable assets to the company.

My strengths in communication, customer service, and problem-solving have been honed through my professional experience. As a Medical Office Administrator, I was responsible for ensuring that patients received the best possible care. I was able to communicate effectively with both patients and medical staff, resolving any issues that arose. I believe that these skills will apply well to the role of a Customer Service Representative, where I will be responsible for addressing customer concerns and ensuring that their needs are met.

You will notice a gap in my employment from December 2007 to December 2011 on my resume. During this time, I was weighing my options as to what I wanted to do next, and once I decided that the Healthcare industry is where I belong, I began to search for my next role.

Thank you for considering my application. Excited about the opportunity to contribute my skills and experience to the Communications Strategy Group and look forward to discussing my application with you further.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Lydenburg Mpumalanga
	Middelburg Mpumalanga
	Mbombela / Nelspruit Mpumalanga

#### Contacts and general information about me

Day of birth	1987-03-27 (38 years old)
Gender	Female
Residential location	Lydenburg Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### Additional information

Salary you wish	30000 R per month
How much do you earn now	15000 R per month