

Sthembile Blose

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/Madam

I am writing to express my interest in the Administrator position. My passion for the Administration sector is equally matched by my experience in it, and I am confident that I can help your company meet any challenges it faces in the future. I am presently employed as Office Administrator with Q Security Services cc, where I have gained a reputation not only for my impressive work rate and integrity but also for my Administration skills. The attached C.V. will provide a more complete overview of my accomplishments. However what it may not show is that I am a self motivated individual, who is able to perform well under pressure & who can bring to the table solid capabilities in areas such as telephonic queries, & secretarial services. Currently I am looking to join an exciting and ambitious organisation such as yours.

My C.V. is enclosed herewith which will provide you with more information regarding my skills and capabilities. I will be available at 079 863 6356 if you need more information from me.

Thank you for your time and consideration.

Yours sincerely

STHEMBILE BLOSE

Preferred occupation Administrators

Administrative jobs

Preferred work location Durban City

KwaZulu-Natal

Contacts and general information about me

Gender Female

Residential location Durban City

KwaZulu-Natal

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period **nuo 2010.02 iki 2016.11**

Company name Q Security Services cc

You were working at: Administrators

Occupation Administration

What you did at this job position? Answering phone calls and forwarding Callers to appropriate

staff members Carrying out all assigned Administrative Duties

Filling all Correspondence Photocopying & Scanning

Documents

Education

Educational period **nuo 2005.02 iki 2007.12**

Degree Diploma

Educational institution Durban Computer College
Educational qualification Diploma in Public Relations

Languages

Language Speaking level Understanding level Writing level

English very good very good very good

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2012-04-00 (13 years)
Salary you wish 6000.00 R per month
How much do you earn now 5300.00 R per month