



# Richenda Ali

Curriculum Vitae (CV)

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

Upon learning of your posting for an Office Administrator, I hastened to submit my resume for your review. As a highly organized and self-motivated professional with expertise in coordinating and overseeing office operations to maximize efficiency and productivity, I am prepared to significantly contribute to your company's goals and objectives.

My background includes managing administrative operations and driving office efficiency within fast-paced office environments while ensuring adherence to budgets and deadlines. From preparing business correspondence and developing custom Excel- and Word-based documents to handling bookkeeping activities and maintaining equipment and supplies, I excel at prioritizing tasks, collaborating with management, and developing effective communication and organizational procedures.

Highlights of my experience include...

Skillfully managing day-to-day office operations, communications, scheduling, database management, and special projects throughout 13-year career in office administration and support.

Excelling at balancing multiple tasks within independent, self-starting environments while providing top-level organization and communication skills and improving operational systems.

My skills in office organization, buying and general administration have been finely honed, and I am confident my additional strengths will readily translate to your environment. The chance to offer more insight into my experience would be most welcome.

Thank you for your consideration; I look forward to speaking with you soon.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Kuruman Northern Cape

## Contacts and general information about me

Day of birth	1984-11-22 (41 years old)
Gender	Male
Residential location	Kuruman Northern Cape
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	15000 R per month
How much do you earn now	8000 R per month