



# Ngeletshedzo Mufamadi

Curriculum Vitae (CV)

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

Personal Assistant

I graduated from FCDC College with a Diploma in Office Administration and Management. The nature of my studies has prepared me well for a position such as this one. Although i currently don't have work experience, I am confident in my skills and abilities and I am willing to take on a junior position and work myself up.

Below are the reason why I think I'm a best candidate for the position

I consider myself to be friendly, efficient, honest, reliable and enthusiastic candidate. I also believe that I would be an ideal candidate based on the fact that i am capable quickly and i will contribute in making the company more successful. I am very keen to work for an ambitious company such as yours.

Thank you for taking time to consider my application

I look forward to hearing from you

Kind Regards

Ngeletshedzo

Preferred occupation

Personal assistant  
Administrative jobs

Generals  
General jobs

Cleaners  
Labour jobs

Filing clerk  
Administrative jobs

Receptionist  
Administrative jobs

Preferred work location

West Rand  
Gauteng

East Rand  
Gauteng

Louis Trichardt  
Limpopo

Thohoyandou  
Limpopo

#### Contacts and general information about me

Day of birth	1989-03-24 (35 years old)
Gender	Female
Residential location	West Rand Gauteng
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	4500-8000 R per month
How much do you earn now	200-400 R per month