



Preya Indolent

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Thank you for taking the time to view my letter.

Most people say a career choice is a calling and I agree, the choice of career should suit an individual whose character and mannerisms match that of the position. This is why I wish to apply for the advertised position. I believe I have what it takes to be the perfect piece to the puzzle for your organization.

With my high-level effectiveness and efficiency, I am well organized and able to successfully manage a busy and diverse workload. I am a self-starter with high motivation.

I do believe that I have the ability to prioritize and work without supervision. I am accurate and have strong work ethics. I have good interpersonal skills and enjoy working with people daily.

I undertake every given task with the utmost care and precision to ensure satisfaction for both Employers and Clients (if relevant). I also understand that as an administrator / Receptionist, we are and reflect the face of the company this is why personal appearance and grooming are quite important. I also have a thirst for knowledge and cannot blindly go by attempting to achieve what I cannot understand. I wish to learn from you and from research as well to make myself an asset to your organization.

I do hope you would consider me as an employee because I go above and beyond what is expected and hope to grow with your organization.

Preferred occupation Receptionist
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1981-02-02 (44 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Additional information

Salary you wish R9000 R per month

How much do you earn now R8000 R per month