



# Karabo Lekhuleni

Curriculum Vitae (CV)

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

Further to the Office Administrator role you advertised, I would like to say that I am very interested in the position and keen to put my name forward for it.

After reading the job description I am convinced that your role requires a hard-working and service oriented administrative professional like me who has the ability to produce business correspondence, process financial information and prepare invoices, receipts and payments.

Everything that you want from a candidate, I can do. For instance I can train others in system usage, transcribe dictation and open new customer accounts. In addition to this I am sensitive to confidential matters and can be relied upon to keep key information hidden and safe.

On a personal level I am someone who enjoys working with others and get a real buzz out of being part of a team that looks after each other and completes tasks together.

To help you get a fuller view of my competencies I have attached my most current CV with this letter. If after reading it you feel I am a potential candidate then please do not hesitate to contact me as regards an interview

karabo lekhuleni

Preferred occupation	Administrative jobs
Preferred work location	Mpumalanga

## Contacts and general information about me

Day of birth	1990-10-12 (35 years old)
Gender	Female
Residential location	Bushbuckridge 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>

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#### Additional information

Salary you wish	Any reasonable salary R per month
How much do you earn now	None R per month