



# Hlekani Mathevani

Curriculum Vitae (CV)

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

I am outstanding performer who takes pride in my work and will be a good asset for your company. I am a fast learner who quickly adapt to change, very dedicated and enthusiastic about teamwork, helping your company to meet its goals, mission and vision.

Thank you for taking the time to review my CV, I am looking forward to hearing from you

Sincerely

Suzan Mathevani

Preferred occupation **Finance officer**  
 Finance jobs  
**SUZAN HLEKANI MATHEVANI**  
 Preferred work location **Pretoria / Tshwane**  
 Gauteng

Address: 42 Berg Street, Derdepoort, East Lynne, 0186 Mail: smathevani@workmail.co.za Cell: 072 6914 202

**Contacts and general information about me**

Day of birth **1977-04-17 (47 years old)**  
 Gender **Female**  
 Date: **28/11/2020**  
 Residential location **Pretoria / Tshwane**  
 Gauteng  
 Dear Sir/Madam  
 Telephone number *Information is available only for registered users.*  
[Sign in](#)  
 Email address **FOR OFFICE ADMINISTRATOR** *Information is available only for registered users.*  
[Sign in](#)

**Additional information**

I am responding to your department advertisement for the administration Clerks advertised, as requested, I enclose an application letter and a comprehensive CV. This role is very appealing to me as I have more than three years experience as an administrator and my professional expertise aligns closely with the responsibilities outlined in your job advertisement.

In my role as a Supply Chain Administrator, Facilities Administrator and Financial Clerk, I proved to be efficient, enthusiastic and strong leader. I have good communication skills both Oral and writing, I also have self discipline that will implement in my daily works and activities.

I believe your department will be a great success for many years to come, I feel confident and meet the requirements of the advertised vacancy. I am currently unemployed due to contract completion at the Department of Water and Sanitation in the capacity of Supply Chain Administrator and Assisting as Project Administration.

Your Organisation would benefit from my skills in the following areas:

- o Eye for excellent and high level of standard
- o Provision of exceptional contribution to customer service for all customers
- o Positive attitude even under pressure