



# Khanyiso Matwa

Curriculum Vitae (CV)

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

Application Letter

I am writing to express my interest in the advert that has been advertised on internet, I worked as a Security officer at Transnet under (Afri - Guard Security company) and call Centre operator at BOSASA group of companies under SondoloIT our responsibility was writing reports from different sites (incident report, faulty equipment etc.) vehicle inspection, tracking system, completing all registers, general office work, dealing with complain, handling the conflict, monitoring perimeter electronic fence alarm, responding to inbound and outbound calls, doing presentation on behalf of management. I believe that my experience from my previous work have prepared me well to work in your department. I worked at Stanlib as data capturing administrator, opening new account for the business, individuals, churches and savings society.

I am disabled person (Left amputated Leg) who completed Matric (12) call centre training, presentation skills, PSIRA Grade B computer literacy and valid driver's license code B1. Risk Management certificate. I like to render a good service in your company with skills that I have. I am capable person, reliable, problem solver, honest and trustworthy. I am able to work under pressure. I feel that, I could make a significant contribution if you gave me the opportunity. I am currently working at DSV as Risk Administrative assistance. Investigating short supply / oversupply, missing parcels, misrouting and damaged parcels. Prepare daily report and monthly reports and submit them to Risk Management.

As my resume knowledge and quality that I have from 10 years working experience. I realized that I am the person that you wish to meet with.

I hope my application will be considered.

Yours truly

K. Matwa

Preferred occupation

Administrators  
Administrative jobs

Preferred work location

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth	1980-02-26 (44 years old)
Gender	Male
Residential location	Johannesburg 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	R18000 R per month
How much do you earn now	R16000 R per month