



# Thabo Tyesi

Curriculum Vitae (CV)

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

Dear sir/madam

Please accept my enclosed application for position of administration support at Transnet.

Having read through your job description, i am thrilled to applying for the position as my 2 to 3 years experience and skill set match the requirements you are looking for.

My previous employers and colleagues was valued me as critical pillar maker of the team.

- keeping meetings, arrangements, traveling, pappers and office items at all times.
- ensure promoting integrity and accountability at trespacency at all times.
- type documents such correspondence, drafts, memos and emails and prepare weekly reports to the management.

My resume goes to more detailed on my daily job during the work capacity on duty as a administration support.

I believe these bullets points demonstrate that I have the ability to perform major administration duties and I can provide the production effectively to the organisation.

I would love to join the team at the organisation and use my skills to create the efficient stress free for administration support.

I believe I can meet and exceed the expectations that you have for this role.

I looking forward to speaking more with you about my candidacy feel free to contact me any time.

Sincerely

Thabo Tyesi

Preferred occupation

Filing clerk  
Administrative jobs

Preferred work location

Northern Suburbs  
Western Cape

Southern Suburbs  
Western Cape

## Contacts and general information about me

Day of birth	1991-04-22 (33 years old)
Gender	Male
Residential location	Southern Suburbs Western Cape
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	14000 R per month
How much do you earn now	12000 R per month