

Dimpo Timle

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am skilled office administrator, looking for any Available vacant where my skills will be not only recognized by also rewarded.

I am very confident that I am A fast learner

And I believe I can make a suitable and significant contribution to your organisation's operations in areas of administration

I would bring my ability not only to work hard but also to complete tasks on time and to the highest standards.

In my former role as an admin clerk in Ikage sd College I was responsible for clients service , writing of reports , scanning of documents and all the duties of an administrator. I acquired administration skills, computer skills, interpersonal skills ,communication skills, time management , problem solving and an ability to maintain good client relationships while completing my three year Diploma in Business and Information management known as Office Management Technology from Durban University of Technology.

With an urge to work both independently and well, in a team I am positioned to exceed your expectations.

I thank you very much for your time and consideration.

Preferred occupation

Administrators Administrative jobs

Preferred work location

Kimberley Northern Cape

Midrand Gauteng

Contacts and general information about me

Day of birth

Gender

1999-05-05 (25 years old) Female

Residential location	Kimberley Northern Cape
Telephone number	Information is available only for registered users. <mark>Sign in</mark>
Email address	Information is available only for registered users. <mark>Sign in</mark>
Additional information	
Salary you wish	R5000 R per month