



# Daniel Chipu

Curriculum Vitae (CV)

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

I am writing to express my interest in the position of Admin Clerk and to say that I feel I am a perfect match to this job. I have a natural ability to manage workloads and oversee daily tasks to ensure job performances meet or exceed expectations and a real desire to become a permanent member of your staff.

I am highly skilled in accounting, budgeting, record keeping, time reporting and all other clerical duties. I am highly skilled with computers and using programs such as spreadsheets and MS word. I have experience working with and exchanging information with other departments.

I believe that I am by far the most suited applicant for this position and I look forward to meeting with you in person. Thank you for your time and for considering me for this position.

Preferred occupation                      Jobs for students  
Student jobs

Preferred work location                    Johannesburg  
Gauteng

East Rand  
Gauteng

## Contacts and general information about me

Day of birth                                    2001-01-11 (23 years old)

Gender    Male

Residential location                        Johannesburg  
Gauteng

Telephone number                            *Information is available only for registered users.*  
[Sign in](#)

Email address                                    *Information is available only for registered users.*  
[Sign in](#)

## Additional information

Salary you wish                                5000 R per month