



Gale Nondumiso Ramodibe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To whom it may concern

It is with interest and enthusiasm that I respond to your advertisement for a Data Entry Clerk. I am confident that my experience and skills are an excellent match for this position. My credentials include:

4 years experience of compiling, verifying and entering high volumes of information accurately into various databases

thorough working knowledge of computer applications including word processing, spreadsheet, database, and presentation software

excellent alphanumeric keyboarding skills

demonstrated persuasive communication skills necessary to collect essential information in a professional and courteous manner

strong planning and organizational skills used to manage complex, multiple assignments

track record of working efficiently within a team environment to successfully meet strict deadlines and service level agreements

acknowledged ability to identify and resolve problems independently

proven dedication to preserving and protecting confidential information

As a dependable and resourceful person with a strong sense of urgency and self- motivation, I am convinced that I can make a valuable contribution to the productivity of your company.

I would welcome the opportunity to discuss my suitability further. I look forward to hearing from you to arrange a personal interview at your earliest convenience.

Thank you for your time and consideration

Sincerely

Gale Nondumiso Ramodibe Jobseeker

Preferred occupation	Banking Finance jobs
	Conveyancing secre Law, legal jobs
	Switchboard operator Other jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1979-05-16 (45 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	16000 R per month
How much do you earn now	16000 R per month