



Amandla Mjali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasm can contribute to the success of your organization.

Sincerely,

Amandla Mjali

Preferred occupation

Personal assistant
Administrative jobs

Dear Employer

Secretaries
Administrative jobs

I am writing to express my interest in the Personal Assistant/Secretarial position available in your establishment. With a strong background in administrative support and a commitment to enhancing

Preferred work location

Johannesburg
Gauteng

productivity and efficiency, I am confident in my ability to contribute positively to your team.

Pretoria / Tshwane
Gauteng

Throughout my career, I have developed and honed my organizational skills, ensuring that schedules, appointments, and tasks are meticulously managed. My experience in time

Durban City
KwaZulu-Natal

management has enabled me to assist in meeting tight deadlines, while my flexibility allows me to adapt to the ever-changing needs of a dynamic work environment.

Cape Town
Western Cape

Contacts and general information about me

Attention to detail is a cornerstone of my work ethic, and I take pride in delivering accurate and

Day of birth 1984-10-05 (40 years old)

complete results in all my assignments. I understand the importance of confidentiality and am

Gender Female

committed to maintaining the privacy of sensitive information. My strong communication skills

Residential location Umtata / Mthatha

facilitate effective interactions between various parties, and I am adept at problem-solving, quickly

finding solutions to any unexpected issues that may arise

Telephone number

Information is available only for registered users.
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Email address

Being proactive is second nature to me, and I consistently anticipate needs and take the initiative

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to address them. My ability to multitask ensures that I can manage multiple responsibilities

Additional information

compromising on quality. Additionally, I am proficient in using office

Software with 1500+ hours of experience

technology, which enhances my efficiency in performing administrative tasks.

I take great pride in my professionalism and my ability to represent my employer in a positive light.

My role as a personal assistant/secretary is to provide essential support that enhances productivity and efficiency, whether it be through managing travel arrangements, coordinating events, or utilizing resources effectively to complete tasks.

I am excited about the opportunity to bring my skills and experience to your establishment and am confident that my proactive attitude and dedication will make me a valuable addition to your team.