



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

Preferred work location: Johannesburg
 Gauteng
 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 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.

Durban City
 KwaZulu-Natal
 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 (39 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
 Eastern Cape
 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.*
[Sign in](#)

Email address: *Information is available only for registered users.*
 Being proactive is second nature to me, and I consistently anticipate needs and take the initiative
[Sign in](#)
 to address them. My ability to multitask ensures that I can manage multiple responsibilities

Additional information

Additionally, I am proficient in using office
 Software with 1500+ hours of experience 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.