



Ayanda Melani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To whom it may concern

Application for job vacancy

I hereby forward my curriculum vitae

I read and am interested about the position available in your company. Please accept this letter and the enclosed resume as my application for this position.

As an experienced administrator, I have solid knowledge of a variety of database management, enterprise resources management, customer management and organizing appointment and meetings as well as practical experience in these areas. During my working experience I had successful experience in developing team work within the company; in fact, during my placement at metropolitan company, my team leader told me I was the most efficient administration clerk the company had ever worked with. When my work required me to collaborate with my co-workers on team project, I would go an extra mile gathering information and data for my team, refining and analysing ideas from each team member and, I found that my problem-solving skills were enhanced by working as part of a team and by considering other people's ideas.

I am eager to have the chance to discuss this position with you in an interview. Please contact me at 076-297-2689

Preferred occupation	Administrators Administrative jobs
Preferred work location	Western Cape

Contacts and general information about me

Day of birth	1984-09-27 (40 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 13000 R per month

How much do you earn now 13000 R per month