



# Sthembile Blose

Curriculum Vitae (CV)

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

Dear Sir/Madam

I am writing to express my interest in the Administrator position. My passion for the Administration sector is equally matched by my experience in it, and I am confident that I can help your company meet any challenges it faces in the future. I am presently employed as Office Administrator with Q Security Services cc, where I have gained a reputation not only for my impressive work rate and integrity but also for my Administration skills. The attached C.V. will provide a more complete overview of my accomplishments. However what it may not show is that I am a self motivated individual, who is able to perform well under pressure & who can bring to the table solid capabilities in areas such as telephonic queries, & secretarial services. Currently I am looking to join an exciting and ambitious organisation such as yours.

My C.V. is enclosed herewith which will provide you with more information regarding my skills and capabilities. I will be available at 079 863 6356 if you need more information from me.

Thank you for your time and consideration.

Yours sincerely

STHEMBILE BLOSE

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period	<b>nuo 2010.02 iki 2016.11</b>
Company name	Q Security Services cc
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Answering phone calls and forwarding Callers to appropriate staff members Carrying out all assigned Administrative Duties Filling all Correspondence Photocopying & Scanning Documents

**Education**

Educational period	<b>nuo 2005.02 iki 2007.12</b>
Degree	Diploma
Educational institution	Durban Computer College
Educational qualification	Diploma in Public Relations

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

**Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-04-00 (12 years)
Salary you wish	6000.00 R per month
How much do you earn now	5300.00 R per month