



# Lungelo Benedict Mthalane

Curriculum Vitae (CV)

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

Names: Lungelo Benedict Email: mthalane411@gmail.com

Surname: Mthalane

Contact Number: 0849620558

Dear: Hiring Manager

I'm writing in response to your ad seeking a Junior HR administrator. Your job posting states that you in search of a flexible, presentable, punctual individual with experience in sales and promoting, as well as Microsoft knowledgeable. Which describes me exactly.

My organised nature and presentable attitude makes me a great candidate for this position. I take ownership of tasks quickly, I am a creative person and can adapt at problem solving.

Additionally, I have expertise in:

- Assisting with diverse areas including Filling, compiling reports and data entry.
- Cold calling, direct sales/promotions.
- HR related tasks, payroll, capture leave forms, claims, Induction and Interviews.

I have worked in administrative support and direct sales for a year now. I have spent this time learning and upgrading my skills, gaining valuable knowledge that I would bring to this position.

Please take a moment to review my attached curriculum vitae. I believe I have the qualifications you need and I look forward to hearing from you soon.

Sincerely.

Lungelo Mthalane

Preferred occupation

HR specialists  
Management, human resources jobs

Administrators  
Administrative jobs

Agents  
Sales jobs

Car drivers

	Driver jobs
	Shop assistants Retail, store jobs
Preferred work location	Durban City KwaZulu-Natal
	Pretoria / Tshwane Gauteng
	East Rand Gauteng

**Contacts and general information about me**

Day of birth	1991-04-09 (33 years old)
Gender	Male
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>

**Additional information**

Salary you wish	9500 R per month
How much do you earn now	4500 R per month