



Lian Nienaber

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Email: liannienaber85@gmail.com

Preferred occupation
COVER LETTER

Generals
General jobs

Operations Clerk
Administrative jobs

To whom it may concern,

human resources
Other jobs

Your advert caught my eye because I am currently looking for just such an opening.

Preferred work location
I am a degree qualified candidate who has prior exposure to HR within many professional environments.

Johannesburg
Gauteng

Over the last few months I feel that my role is tailor made for me, and would like to put my name forward for

Day of birth 1985-03-29 (39 years old)

While bringing to your company fresh ideas, new perspectives and a diversity of experiences in key

areas such as maintaining filing systems, carrying out reference checks, coordinating interviews

and writing up job adverts.

Telephone number

Information is available only for registered users.

I am a high achiever who has a successful record of providing an excellent standard of HR

administration service to senior managers.

Email address

Information is available only for registered users.

In total, I have over three years experience of the HR industry, which has given me in-depth

exposure to end to end recruitment processes and experience in disciplinary procedures,

Additional information

absenteeism and other relevant general office duties.

Salary you wish 25000 R per month

On a personal level I am solution orientated individual who looks forward to taking on challenging

roles.

How much do you earn now 18000 R per month

I would also like to add that I am fully aware of your company's excellent reputation and am keen to join an institution like yours that is bursting with initiative.

I sincerely hope that you will carefully consider my application and invite me for an interview, at which I can give a much more detailed account of myself.

I thank you very much for your time and expectantly look forward to hearing from you.

Yours sincerely,

Lian Nienaber

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