



# Sophia Dlamini

Curriculum Vitae (CV)

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

Sophia Dlamini.

My name is Sophia Dlamini, and I am seeking full time employment. I have current Administrative and Receptionist experience and I believe the Administrative position you currently have open would be an ideal fit with my experience. As an Administrative assistant, there is always room for one to grow because there is so much to do!

**Contacts and general information about me**

Day of birth 1992-07-17 (32 years old)  
 I am willing and able to expand my role to meet the diverse needs of the company. Thanks to my Gender Female  
 organizational skills, I can easily multitask and welcome the challenge of meeting deadlines.  
 Residential location East Rand  
 Gauteng

I am a very positive person and thrive on seeing that my given tasks have been completed with the highest diligence and care. Having come from a background of Retail, Property and Adult care has made me into a dynamic individual with key strengths and competencies being:

**Additional information**

An Excellent Communicator  
 Salary per month 14000 R per month  
 How much do you organize 4800 R per month  
 \* A person who loves and excels in a team environment  
 \* Strong verbal and written communication skills

Other qualities that I poses, which may not be readily apparent on my CV include integrity, honesty and accountability, along with a diverse background and range of other abilities. I am one who embraces creativity and new ideas. My ultimate goal is to grow within a company that is passionate about what they do, works above and beyond for their clients, and is well known for the explicit services.

Please review my attached CV as my application for this job. I look forward to hearing from you soon.

Sincerely