



# Melantha Moses

Curriculum Vitae (CV)

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

Currently I'm working in a contract position (month - month) as an Admin Assistant Manager to a Property firm(letting)in,

Sea Point and use the Myciti to and from work.

I Liaise with clients/customers/contractors and interacted with different sort of personalities daily.

I am currently looking for a position that offers both a great challenge and opportunity to leverage my skills. This is why I responded to your advert for this position, and I am hoping you will agree that I am the best fit for this role and be part of your family long term.

I have completed Level 1 & 2 computer training and is proficient in Microsoft programs and also, short course in Occupational Health and Safety and Events Management.

My previous position I held was as an Admin Assistant from 2016 -2018. My duties was taking charge and updating of Timeshare, dealing with Municipality directly and the updating of Leases, which includes drawing up of documents and calling clients on a regular basis.

I have managed to work in other different fields such as being a Reservist at SAPS, most challenging and most accomplished time in my life, it is there which i have learnt patience, empathy and courage.

I'm indeed a fast learner, eager to learn and to enhance my skills and abilities in your company.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Switchboard operator</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Front Desk Agent</b> Administrative jobs
Preferred work location	<b>Atlantic Seaboard</b> Western Cape
	<b>Cape Town</b> Western Cape

## Contacts and general information about me

Day of birth 1988-05-12 (36 years old)

Gender	Female
Residential location	Cape Town Western Cape
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	10000 R per month
How much do you earn now	7500 R per month