



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

Administrators

Administrative jobs

Switchboard operator

Administrative jobs

Receptionist

Administrative jobs

Front Desk Agent

Administrative jobs

Preferred work location

Atlantic Seaboard

Western Cape

Cape Town

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> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Additional information

| | |
|--------------------------|-------------------|
| Salary you wish | 10000 R per month |
| How much do you earn now | 7500 R per month |