



# Silindile Ngwenya

Curriculum Vitae (CV)

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

I am writing in response to your advertisement looking for a Clerical Assistant position with your company. I am confident that my experience, education, and skills are just what you are seeking in a candidate.

After reviewing the job description and requirements for a Clerical Assistant, I know I am a match for what you need.

I have worked as a Production Clerk for the past 3 years, having managed all office administration and related responsibilities in that time. Key accountabilities were typesetting, answering multi-line phone systems, handling all email communications, faxing and sending of all important documents and communication, and dictation as needed.

I thrive in a fast-paced environment that requires great multi-tasking and communication skills. I am thorough, accurate, and well organized.

I look forward to hearing from you and thank you so much for your time and consideration.

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1996-04-22 (28 years old)

Gender    Male

Residential location                              East Rand  
   Gauteng

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Additional information

Salary you wish                                      12000 R per month

How much do you earn now                      11000 R per month