



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	<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	12000 R per month
How much do you earn now	11000 R per month