



# Lave De Vos

Curriculum Vitae (CV)

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

Dear Sir/Madam

I am Lave De Vos, I am unemployed and am currently studying Human Resource Management at Oxbridge Academy.

I have gained experience in Office Administration, Customer service and Accounting while working in the Retail Industry and working for the Dr. Beyers Naude Municipality as a Technical assistant. I also have

I believe that I could be an asset to any organization using my Administration experience and further my Human Resource Management career. I am a passionate, hardworking and dedicated individual who enjoys office administration and am always willing to learn.

I think I am the right person for the job, because I am capable and always strive to accomplish my goals and am enthusiastic to get the job done and see a project through until completion.

I trust that you will consider my application and am awaiting your favourable reply.

Thanking you in anticipation.

Regards

Preferred occupation

**Data capturers**  
Administrative jobs

**Administrators**  
Administrative jobs

**Filing clerk**  
Administrative jobs

**Receptionist**  
Administrative jobs

Preferred work location

**Graaff-Reinet**  
Eastern Cape

**Contacts and general information about me**

Day of birth	1995-12-31 (28 years old)
Gender	Female
Residential location	Northern Suburbs 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	9000.00-12000 R per month
How much do you earn now	.00 R per month