



# Mercy Ndou

Curriculum Vitae (CV)

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

I am looking for an office work job and other related jobs. I do have two years of experience working as an administrator. I am a fast learner and this could shorten the training period.

I am eager to enhance and refine my personal development within the organisation and make on the challenges that lie ahead.

I will endeavor to effectively perform all my tasks as required by the organisation and maintain the standards defined by you. Given the opportunity, I will perform my duties with perseverance, dedication and loyalty. For it is my aim to make and be part of a successful team that is directly involved in making the organization a success, as I believe I have a role to play in making things a success.

I am good at problem-solving and tackling problems head-on. Furthermore, I believe that my skills can play a vital role in your organization. In addition, I am certain that I can bring positive changes to your organization by coming up with innovative ideas, only if I am given a chance to prove myself. As an extension of my inclination to analyse everything, I intend to analyse my actions as well.

### Preferred occupation

**Administrators**

Administrative jobs

**Sales administartor**

Sales jobs

**Editors**

Media, journalism jobs

**Secretaries**

Administrative jobs

**Front Desk Agent**

Administrative jobs

**Operations Clerk**

Administrative jobs

**Shop assistants**

Retail, store jobs

**Personal assistant**

Administrative jobs

	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
Preferred work location	<b>Louis Trichardt</b> Limpopo
	<b>Mutale</b> Limpopo
	<b>Musina / Messina</b> Limpopo
	<b>Thulamela</b> Limpopo

**Contacts and general information about me**

Day of birth	1992-04-23 (32 years old)
Gender	Female
Residential location	<b>Thohoyandou</b> Limpopo
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	5000 R per month
How much do you earn now	0956 R per month