



Karabo Lekhuleni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Further to the Office Administrator role you advertised, I would like to say that I am very interested in the position and keen to put my name forward for it.

After reading the job description I am convinced that your role requires a hard-working and service oriented administrative professional like me who has the ability to produce business correspondence, process financial information and prepare invoices, receipts and payments.

Everything that you want from a candidate, I can do. For instance I can train others in system usage, transcribe dictation and open new customer accounts. In addition to this I am sensitive to confidential matters and can be relied upon to keep key information hidden and safe.

On a personal level I am someone who enjoys working with others and get a real buzz out of being part of a team that looks after each other and completes tasks together.

To help you get a fuller view of my competencies I have attached my most current CV with this letter. If after reading it you feel I am a potential candidate then please do not hesitate to contact me as regards an interview

karabo lekhuleni

Preferred occupation Administrative jobs

Preferred work location Mpumalanga

Contacts and general information about me

Day of birth 1990-10-12 (34 years old)

Gender Female

Residential location Bushbuckridge
Mpumalanga

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

Email address *Information is available only for registered users.*

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Additional information

Salary you wish	Any reasonable salary R per month
How much do you earn now	None R per month