

THEMBEKA CLEMENTINE MASINA

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20430 momo street Mandela ext24 Davyton

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22 September 2022

Wits rhi

Wits rhi Ekhuruleni

Dear sir/ madan

I am interested in the data capture position as advertised in the 'abcwebsite.com' by your organization. The requirements closely match my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career, I have undertaken various important reasech assistant utmost sincerity. I have 2 years experience as administrator

- Tier and archiving
- Good interpersonal skills and communication skills.
- Ability to maintain good client relationships.
- Recruiter.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Yours sincerely,

Thembeka masina

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OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

- **Aurum Institute**
11/11/2019 - 31/03/2021
Filing clerk
- **Witsrhi**
1/11/2021 - 31/11/2022
Health connector

EDUCATION

- **Caiphusnyoka secondary school**
2015
Matric
12

SKILLS

- Team building Decision making Problem solving

LANGUAGES

- English Isizulu Sesotho

PERSONAL DETAILS

- Nationality : SouthAfrican

REFERENCE

- **Joyce thomo - "Aurum Institute "**
Manager
joycethomo975@gmail.com
0638571067
- **Moleboheng mokeona - "Witsrhi "**
Line manager
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