

Mr. Samkelo Dlamini
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The Executive Director.

RE: ADMINISTRATIVE ASSISTANT

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as your prestigious Institution . I am confident that my knowledge, technical acumen and exposure allow me to deliver successful results for any company in a range of Business Administration, paralegal and strategic management inclined positions.

My general areas of expertise and professional input are as follows:

- able to effectively manage my time through careful planning and organization of work activities
- an aptitude for identifying and resolving problems efficiently
- excellent communication skills that result in positive interpersonal relationships
- a track record of meeting deadlines and producing accurate work of a high standard
- strong analytical and critical thinking
- the capacity to learn and apply new information quickly and accurately
- strong computer skills with proficiency in MS Office, research and electronic communication
- Integrity

It is imperative that I succeed in my endeavours of finding a reputable organisation that will be able to identify me as a candidate who has potential to be an asset and a driven force of positive change within its precincts. I am confident that my professional skillset and eagerness to learn will be an added advantage for me as I engage in any position requiring hard work, enthusiasm and reliability.

The enclosed is my resume that expands on my qualifications, experience and overall breakdown of my potential as a future employee.

Thank you for your time and consideration. I look forward to hearing from you soon.

Mr. Samkelo Dlamini