**Motivational letter**

I am writing this letter to indicate my interest in the current advertised post in your company. I came across the advertisement on the internet; I have attached my resume for your further attention

Below, I have also mentioned some of my credential that I personally think meets with some of the requirements of this position I have years experience in customer service.

* Excellent customer service skills
* A diplomatic approach to dealing with difficult clients
* Excellent communication skills
* A friendly, warm and assured personality
* Enjoyment and desire to serve and assist others
* Good mental arithmetic skills for handling cash and multiple currencies
* Ability to work quickly and proactively within solution-orientated teams
* Ability to work effectively in an assured manner, working under pressure
* I can speak English, Zulu, Tswana, Xhosa, Sotho and Pedi fluently
* I live a flexible lifestyle that allows me to travel anytime and anywhere and I can relocate if necessary

My experience during my career has made me know how to deal with tactful stuff and item. I can be assertive and at the same time polite. These help me to work fast and efficiently. I can be a great asset to your company

It would be grateful if you could review my resume and conduct an interview wherein I can discuss my experience and learn more of your company. You can call me at 0726698706 at your earliest convenience. You can also Email me at [asogrand25@gmail.com](mailto:asogrand25@gmail.com) thank you for your time and consideration

**CURRICULUM VITAEOF TSHEPO ASOGRAND SELEPE**

**Contact no: 0726698706**

**Address 3458 Morajane street**

**Duduza**

**1496**

**Personal details**

ID number : 8812305303083

Date of birth : 30 December 1988

Gender : Male

Nationality : South African

Marital Status : Single

Language Proficiency : English, Sotho, Tswana and Zulu, Afrikaans

Driver`s License : Learners code 10

Criminal offence : None

Email address : asogrand25@gmail.com

**Hobbies**

Reading, Watching TV, physical Exercise, and politics

**Achievements** : Top 10 Student, Deputy Head boy, Chair person of the debating team, best student in economics department of educating.

**Educational Backgroun**

Course : Freight forwarding and customs compliance (certificate)

High school attended : Eisibonelwesihle High School

Highest grade passed : Grade 12

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| --- | --- | --- | --- | --- | --- |
| Business economics =A | Economics=A | Accounting =C | Sotho=D | English=E | Math=F |

Year : 2007

**Work experience**

Company : Ekurhuleni Municipality Customer Service

Position : Data Capture and indigent administration officer

Duties : switch board operator Customer service, registration of indigent and

Capturing stats

Duration : 2008 December 2008

Reason for Leaving : Temporal

Company : The Creative Council (TCC)

Position : Promoter and Salesman

Company : Santova logistics

Position : assistance

Duties : sea freight assistant

* Opening new files
* Tracking containers

: data capture freight shipping and customs compliance

* Accounts
* Payments EFT
* In house tracking system
* Import clerk assistance
* Calling clients to remind them of payments
* Dealing with customer queries

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Contact Person | Position | Contact Number |
| SANTOVA logistics (PTY) LTD | Khadeejah mwandla | Air freight controller | 0732381297 |
| SANTOVA logistics (PTY) LTD | Poppie mills | Financial manager | 0115780623 (0834306963) |