POST APPLIED FOR

Post: Admin Clerk (Records)
Department: [Full department name as per advert]
Reference number: HRM 12/2026

PERSONAL DETAILS

Surname: Naidoo
Full names: Ayesha Priya
ID number: [13-digit ID number]
Citizenship: South African

CONTACT DETAILS

Cell number: [Cell number]
Email: ayesha.naidoo@email.com
Residential address: Unit 4, Example Complex
Polokwane
Limpopo

QUALIFICATIONS

Highest qualification: National Diploma: Public Management
Institution: Capricorn TVET College
Year completed: 2024
Other training (relevant): MS Excel (Intermediate) short course, 2023

WORK EXPERIENCE

1. Administrative Intern – Example Municipality
Feb 2024 – Jan 2025

- Captured and updated records on internal systems; checked completeness and corrected errors.
- Filed and retrieved documents (physical and electronic) using a consistent naming and indexing method.
- Assisted with front-desk queries; directed clients and logged requests for follow-up.
- Compiled weekly lists of outstanding items for supervisor review.

Reason for leaving: Internship ended.

2. Part-time Cashier – Retail Store
Nov 2022 – Jan 2024

- Handled cash-ups and processed card and cash transactions accurately during busy shifts.
- Resolved customer queries calmly and escalated when needed.

Reason for leaving: Started internship.

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CURRENT EMPLOYMENT

Notice period: Not currently employed.

REFERENCES

Reference 1: Ms T. Mokoena
Supervisor (Internship)
[Cell number]
tmokoena@email.com

Reference 2: Mr J. Smith
Store Manager
[Cell number]
jsmith@email.com

DECLARATION

I declare that the information provided is true and correct.

Signature: [Hand-signed]
Date: 2026/08/11

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