

POSITION

Post applied for: Admin Clerk (Records)

Reference number: HRM 12/2026

Department: Provincial Department (as per advert)

PERSONAL DETAILS

Surname: Naidoo

Full names: Ayesha Priya

ID number: 9XXXXXXXXXXXXX

Citizenship: South African

CONTACT DETAILS

Cell number: 07X XXX XXXX

Email: ayesha.naidoo@email.com

Residential address: Unit 4, Example Complex

Polokwane

Limpopo

QUALIFICATIONS

Highest qualification: National Diploma: Public Management, Capricorn TVET College, 2024

Other training (relevant): MS Excel (Intermediate) short course, 2023

WORK EXPERIENCE

Administrative Intern – Example Municipality

02/2024 to 01/2025

- 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.

Part-time Cashier – Retail Store

11/2022 to 01/2024

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

REFERENCES

Reference 1: Ms T. Mokoena, Supervisor (Internship)

07X XXX XXXX

tmokoena@email.com

Reference 2: Mr J. Smith, Store Manager

07X XXX XXXX

jsmith@email.com

DECLARATION

I declare that the information provided is true and correct.

Signature: [Hand-signed]

Date: 2026/08/11