Dear Sir/Madam

**RE: APPLICATION FOR EMPLOYMENT**

I, Salisha Govender, would like to apply for any Vacancies that may arise in your Company.

I believe that I am hard working and can accomplish anything I set my sights on.

Leadership, trust, accountability, responsibility, honesty, loyalty and integrity are among many

of my strengths. I am computer literate and have the willingness to learn things that are unknown.

My short-term is to attain employment, which in-turn will give me the opportunity to accomplish my long term goals. This application is an effort to achieve these goals.

I earnestly await your response and hope that you would consider my application.

Yours faithfully

Salisha Govender

 **Personal Details**

Surname : Govender

First Name : Salisha

Identity Number : 9011210120083

Residential Address : 18 Chorley Close

 Mayville

 Durban

Telephone (cell) : 081 715 7843

Home Language : English

Nationality : South African

Gender : Female

Marital Status : Married

Dependants : 2

**Educational Qualifications**

Last School Attended : Bonela Secondary School

Highest Grade Passed : Matric

Year : 2008

Subjects Passed : English

 Afrikaans

 Accounting

 Mathematics

 Economics

 Business Studies

 Life Orientation

**Tertiary Education**

Institute : Damelin

Course : Professional Receptionist & PA

Year : 2010 - 2011

**Employment History**

Employer : Gateway Private Hospital

Address : 36-38 Aurora Drive

 Umhlanga

Position : Admission Clerk

Duties : Admission of patients, Pre Admissions, Authorisations, Confirmations, Billing, Coding, Switchboard, Banking, Discharging of patients, Managing of Float

Period : 01.10.2014 - Current

Contact Person : Logan/ Shirahn

Contact Number : 031 492 1137

Employer : Lenmed Health Shifa Hospital

Address : 482 Randles Road

 Sydenham

Position :Admission Clerk

Duties : Admission of Patient, Authorisations, Billing, Coding, Switchboard,

 Collection of money, Discharging of patients

Contact Person : Mrs Y Naicker

Contact Number : 031 240 5000