

Yamkela Nguta

Phoenix View Estate

Midrand

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06-01-2026

Dear Hiring Manager

Application Administration

I am writing to express my interest in the Admin position at PCBE careers. With experience of Administration and Data Capture I believe that I am the best candidate for this position I am a hardworking Person with computer literate skills, teamwork skills, communication skills and interpersonal skills. I believe my academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as an Administrator

would appreciate the opportunity to interview with your company for data capture position. Please find enclosed my resume for your review. I can be reached via email at your email or by phone at Your phone number. I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely

Yamkela Nguta