



# Lusanda Oniwe

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

The job I'm looking for is anything in administration as I am very much confident with showing off my skills and work experience. In my recent role I was a Human Resource Administrator where I assisted the HR Director with administrative and reporting tasks and assisted the HR team with their day to day activities. In this role I leaned into my communication, critical thinking and stakeholder liaising skills. Prior to this role I was responsible for managing telephonic communication, ticket management, welcoming of guests and assisting with Adhoc office inclusive culture in the companies where I worked.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Front Desk Agent<br>Administrative jobs |
| Preferred work location | Cape Town<br>Western Cape               |
|                         | Northern Suburbs<br>Western Cape        |
|                         | Southern Suburbs<br>Western Cape        |
|                         | Johannesburg<br>Gauteng                 |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 1992-03-03 (33 years old)  |
| Gender               | Female   |
| Residential location | Cape Town<br>Western Cape  |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Additional information

|                          |                        |
|--------------------------|------------------------|
| Salary you wish          | 12000 R per month      |
| How much do you earn now | Unemployed R per month |