

Nobafundi Vika

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Project Corodinator, Project Officer, Clerical, Administration job and PA job. I worked for Supplychain/Finance

I'm highly motivated professional with great passion for project management. I worked on projects in SupplyChain in previous employment that I had to project manage. I had to do follow-up and ensure projects are undertaken within given time frame. I had to check the status of each project and do a followup daily. I had to ensure the quality of the deliverables or goods and services supplied and return them if they don't meet the required specification. I had to go through the Terms of Reference to ensure adherence to the spec. I had to check previous defaultors before awarding orders to suppliers. I have experience in Finance/SupplyChain Management.

I possess strong administrative, financial management, project management and people leadership skills. I'm highly driven with diverse qualities that make me a balanced and well rounded person who adapts easily to new and evolving conditions and environments.

I'm highly principled professional with strong values that guide my interaction with others. I have great passion for standards and regulations and also possess excellent work ethics and other soft qualities such as listening skills, negotiating and persuasion skills, attention to detail as well as people skills.

Preferred occupation Administrators
 Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1977-12-21 (48 years old)

Telephone number *Information is available only for registered users.* [Sign in](#)

Email address

Information is available only for registered users.

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Additional information

Salary you wish 20000 R per month

How much do you earn now None R per month