



Bulelw Cezulapikoko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have quite a number of years' work experience as an admin person in addition to providing extensive organizational and administrative support.

I am self-directed and an independent worker who has taken initiative to learn as much as possible about the company I work for in order to become a valuable information resource. Among my particular strengths are my organizational and planning skills.

I have developed a number of processes to manage my many work tasks and make sure I meet the demands of a fast-paced work environment. I utilize technology to assist me wherever possible and have a good working knowledge of a number of Microsoft Office Programs.

My strong communication skills and an outgoing, energetic personality ensure first-rate customer service to both clients and colleagues. I thoroughly enjoyed dealing with a wide variety of people and take pride in being an admin assistant, lease administrator and internal audit administrator respectively. I am confident

that I would be an asset to your company.

Preferred occupation

Administrators
Administrative jobs

Personal assistant
Administrative jobs

Secretaries
Administrative jobs

Preferred work location

Johannesburg
Gauteng

Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1976-02-17 (48 years old)

Gender Female

Residential location Johannesburg
Gauteng

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	15000 R per month
How much do you earn now	10000 R per month