



Samantha Hlengiwe Sibanyoni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm young hard working women driven by success a creative thinker passionate in everything I do .I looking for a Administrative job or something in logistics. looking for an opportunity that will be exciting as I will be able to learn/develop/progress in an exciting environment/industry that I am passionate about.

The key strength that I possess are: I have successfully applied the Business Administration strategies that enable both the colleagues and the management to access information in a manner that is easy and accurate.

I believe that my strong Business Management Skills, Business Innovation & business analyses strategies and administration as well as my academic record will make me a competitive and suitable candidate.

Preferred occupation	Operations Clerk Administrative jobs
	Customer care agent Administrative jobs
	Data capturers Administrative jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1998-04-18 (26 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. Sign in

Work experience

Working period	nuo 2019.02 iki 2021.06
Company name	City of Johannesburg
You were working at:	Administrators
Occupation	Administrator and Youth Coordinator
What you did at this job position?	Administration Duties: • Liaising with various Directorates with regards to correspondence and other matters. • Compiling and typing monthly reports • Keep and manage filing system in the office of Social Development. • Switchboard, Telephone system management. • Keep record of all incoming and outgoing correspondence • Managing and maintaining a professionally run office of the Social Development taking all incoming calls. • Arrange, manage and coordinate office activities for the Social Development. • Preparing reports and presentations for the Director of Social Development. • Manage and organize departmental meetings effectively with both internal and external parties. • Ensuring the compilation and distribution of minutes of senior management team meetings.

Working period	nuo 2021.10 iki 2023.03
Company name	Builders Warehouse
You were working at:	Operations Clerk
Occupation	Store Intern
What you did at this job position?	Back Office Clerk ,Human Resources Administrator ,Dispatch Clerk ,Front End Clerk>Returns Clerk ,Stock Controller ,

Education

Educational period	nuo 2013.01 iki 2015.01
Degree	Grade 12 / Matric
Educational institution	Minerva High School
Educational qualification	National senior certificate
I could work	Yes

Educational period	nuo 2019.06 iki 2018.12
Degree	Diploma
Educational institution	Central Johannesburg College
Educational qualification	Business Management N6
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
isiZulu	fluent	very good	very good

Computer knowledge

*Microsoft Office.

*Spreadsheets.

*Email communication

Conferences, seminars

N/A

Recommendations

Contact person	Mr Ncedo Methusi
Occupation	Inventory Manager
Company	Builders warehouse Kempton Park
Telephone number	078 332 9281
Email address	ncedo.methusi@builders.co.za

Contact person	Ms Kabelo Maphakela
Occupation	Admin Ops/HR
Company	Builders warehouse
Telephone number	063 320 4673
Email address	kabelo.maphakela@builders.co.za

Additional information

Your hobbies	*cooking *reading *Exercising
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-07-00 (4 years)
Salary you wish	8000 R per month
How much do you earn now	4000 R per month