



Sample Bila

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Sample Bila

My qualifications include a National Certificate N4-N6 in Human Resources Management. I also have two years practical experience as a Business Continuity Management Administrator and believe that I am ready to accept more responsibility. I am a diligent worker and take pride in my work and I am sure that I can make a positive contribution to your company.

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
 Gauteng

Contacts and general information about me

Day of birth 1995-08-31 (28 years old)

Gender Male

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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Work experience

Working period	nuo 2020.06 iki 2022.05
Company name	SBV
You were working at:	Banking
Occupation	Business Continuity Management Administrator
What you did at this job position?	The areas of my responsibility are as follows below: (a) Data mining: Sourcing, identifying, analysing and gathering information for the risk and governance department as well as the entire organisation. - Monitor events and incidents through municipal and non municipal websites, social media platforms and publications. - Conduct in depth research of events and gatherings that might affect normal operations of the business. (b) Communication: Communicating reported events and incidents on time to specific audiences within the organisation. - Structuring of incident alert message format. - Sending incident alert notification message. (c) Record management: Recording events and incidents on the BarnOwl system as well as the Microsoft Excel program. - Ensure that information that is captured is accurate and in good standards. - Drawing weekly and monthly reports from the system and the program. (d) Risk meetings and discussions: Attending monthly risk committee meetings and occupational health and safety meetings as a Business Continuity Management representative. - Assisting the Head: Business Continuity Management in terms of administrative issues. - Take and forward messages to the Head: Business Continuity Management.

Education

Educational period	nuo 2015.01 iki 2016.06
Degree	Certificate
Educational institution	South West Gauteng College
Educational qualification	National Certificate Human Resources Management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sepedi	good	good	basic

Recommendations

Contact person	Meanie Luwes
Occupation	Head Business Continuity Management
Company	SBV
Telephone number	082 899 3728

Additional information

Your hobbies	I listen to the radio with interest. I am also interested in current affairs and history. I play soccer.
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Driver licenses

None

Salary you wish

negotiable R per month

How much do you earn now

unemployed R per month