



# 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 (30 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	<b>nuo 2020.06 iki 2022.05</b>
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	<b>nuo 2015.01 iki 2016.06</b>
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