



# Phemelo Sumani

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

ChatGPT

You said:

Valid points for administration

ChatGPT said:

Here are

It involves managing records, documents, and correspondence efficiently.

Administrative staff support communication between departments.

It helps maintain order and organization in the workplace.

Administrators play a key role in time management and scheduling.

They help in planning meetings, events, and maintaining office supplies.

Good administration improves productivity and teamwork.

It ensures compliance with company policies and procedures.

Administrators handle confidential information responsibly.

Effective administration contributes to the success of the company

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Free State
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## Contacts and general information about me

Day of birth	2000-10-06 (25 years old)
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Gender	Male
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Residential location

Heilbron  
Free State

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

5000 R per month