



Faith Sahula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am applying for an Office Administrator position. My varied administrative experiences and extensive skills in performing clerical tasks make me an ideal candidate for this position. The supervisors at my recent place of work will attest to my natural abilities to plan, organize and carry out procedures associated with admin work.

As noted on my resume, I am highly skilled in providing administrative support to department heads, and managing everyday office tasks. This includes: maintaining contact with customers, creating liaison with other agents, maintaining inventory supply and typing documents as needed. Moreover, I have a demonstrated ability to prepare reports as analyzing available data is the best way to figure out what an office needs in terms of supplies and employees. Since good customer services is the base of all successful businesses, I have good skills to care for customers so that their needs are met – which ensures their loyalty.

I am confident that my professional knowledge, work experience and motivation make me a suitable candidate for this Office Administrator job. My resume is enclosed herewith which will provide you with further details regarding my skills and abilities. I would like to meet you for and work with you.

Preferred occupation	Administrators
	Administrative jobs
	Generals
	General jobs
	Secretaries
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1993-08-16 (32 years old)
Gender	Female
Residential location	West Rand
	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 2015.10 iki 2018.12
Company name	Harambee Youth Employment Accelerator
You were working at:	Agents
Occupation	Call centre Agent
What you did at this job position?	Screening & Capturing

Education

Educational period	nuo 2008.01 iki 2011.12
Degree	Grade 12 / Matric
Educational institution	Madiba Comprehensive school
Educational qualification	Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent
Setswana	very good	very good	very good
Sepedi	good	good	good

Computer knowledge

Word

Excel

Outlook

Google maps

Google

Power point

Recommendations

Contact person	Thandiwe Zata
Occupation	Manager
Company	Harambee Youth Employment Accelerator
Telephone number	0115930500
Email address	thandiwe@harambee.co.za

Additional information

Your hobbies	Discovering new thing Reading
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	Listening to motivational speakers
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	4500 R per month