



# Asavela Methew Sodume

Curriculum Vitae (CV)

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

I am looking for Administrative jobs such as Admin Clerk, Office Assistant and Data Capturing.

Preferred occupation	<b>Personal assistant</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Generals</b> General jobs
Preferred work location	<b>Rustenburg</b> North West

## Contacts and general information about me

Day of birth	1988-11-18 (36 years old)
Gender	Male
Residential location	North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.06 iki 2022.05</b>
Company name	Edge Field Marketing ( Tymebank)
You were working at:	Sales administartor
Occupation	Ambassador
What you did at this job position?	Opening bank accounts for bank's clients and sell other products that are available for clients.
Working period	<b>nuo 2020.08 iki 2021.05</b>
Company name	Malangeni Junior Secondary school
You were working at:	Data capturers
Occupation	Administrative Assistant
What you did at this job position?	Capturing school data and all other clerical duties.

Working period **nuo 2019.02 iki 2019.05**  
 Company name Independent Electoral Commission (IEC)  
 You were working at: Administrators  
 Occupation Registration Officer  
 What you did at this job position? Checking Validation of voters information on the voters roll and assisting voters with the voting processes.

**Education**

Educational period **nuo 2019.06 iki 2019.12**  
 Degree Certificate  
 Educational institution Ilanga Training and Skills Academy  
 Educational qualification Computer Literacy NQF Level 4  
 I could work Administrative Assistant/Clerk, Data Capture and Personal Assistant

Educational period **nuo 2021.03 iki 2022.05**  
 Degree Certificate  
 Educational institution Microsoft Imagine Academy  
 Educational qualification Microsoft Digital Literacy  
 I could work Administrative Assistant/Clerk, Data Capture and Personal Assistant

Educational period **nuo 2006.01 iki 2008.12**  
 Degree Grade 12 / Matric  
 Educational institution Mgezwa Senior Secondary School  
 Educational qualification Grade 12/ Matric  
 I could work Entry level

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

I have advanced knowledge in all Microsoft Office Packages such Ms Word, Ms Excel, Ms PowerPoint, internet, Ms Outlook and Ms Access.

**Conferences, seminars**

I have worked with a Construction company as a Social Facilitator so we held some conferences.

**Recommendations**

Contact person	MR L. Ntaka
Occupation	Area Manager
Company	Tymebank
Telephone number	0664780080
Email address	LoyisoN@edgefm.co.za
Contact person	MR M.H. Mbi
Occupation	Principal
Company	Malangeni Junior Secondary school
Telephone number	0834767157
Email address	mangiswaheadmanmbi@gmail.com
Contact person	MR Z.W. Mabhaku
Occupation	Deputy Presiding Officer
Company	IEC
Telephone number	0839881344
Email address	zamilemabhaku@gmail.com

**Additional information**

Your hobbies	Football. Music. Involvement in Community Projects.
Driver licenses	None
Salary you wish	10000- 15000 R per month
How much do you earn now	6000 R per month