



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	Personal assistant Administrative jobs
	Data capturers Administrative jobs
	Generals General jobs
Preferred work location	Rustenburg North West

Contacts and general information about me

Day of birth	1988-11-18 (35 years old)
Gender	Male
Residential location	North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.06 iki 2022.05
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	nuo 2020.08 iki 2021.05
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