



# Bulelw Cezulapikoko

Curriculum Vitae (CV)

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

I have quite a number of years' work experience as an admin person in addition to providing extensive organizational and administrative support.

I am self-directed and an independent worker who has taken initiative to learn as much as possible about the company I work for in order to become a valuable information resource. Among my particular strengths are my organizational and planning skills.

I have developed a number of processes to manage my many work tasks and make sure I meet the demands of a fast-paced work environment. I utilize technology to assist me wherever possible and have a good working knowledge of a number of Microsoft Office Programs.

My strong communication skills and an outgoing, energetic personality ensure first-rate customer service to both clients and colleagues. I thoroughly enjoyed dealing with a wide variety of people and take pride in being an admin assistant, lease administrator and internal audit administrator respectively. I am confident

that I would be an asset to your company.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Port Elizabeth</b> Eastern Cape

## Contacts and general information about me

Day of birth	1976-02-17 (48 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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>

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**Additional information**

Salary you wish	15000 R per month
How much do you earn now	10000 R per month