



Samantha Hlengiwe Sibanyoni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm young hard working women driven by success a creative thinker passionate in everything I do .I looking for a Administrative job or something in logistics. looking for an opportunity that will be exciting as I will be able to learn/develop/progress in an exciting environment/industry that I am passionate about.

The key strength that I possess are: I have successfully applied the Business Administration strategies that enable both the colleagues and the management to access information in a manner that is easy and accurate.

I believe that my strong Business Management Skills, Business Innovation & business analyses strategies and administration as well as my academic record will make me a competitive and suitable candidate.

| | |
|-------------------------|--|
| Preferred occupation | Operations Clerk Administrative jobs |
| | Customer care agent Administrative jobs |
| | Data capturers Administrative jobs |
| | Administrators Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1998-04-18 (26 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| 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 2019.02 iki 2021.06**

Company name City of Johannesburg

You were working at: Administrators

Occupation Administrator and Youth Coordinator

What you did at this job position? Administration Duties: • Liaising with various Directorates with regards to correspondence and other matters. • Compiling and typing monthly reports • Keep and manage filing system in the office of Social Development. • Switchboard, Telephone system management. • Keep record of all incoming and outgoing correspondence • Managing and maintaining a professionally run office of the Social Development taking all incoming calls. • Arrange, manage and coordinate office activities for the Social Development. • Preparing reports and presentations for the Director of Social Development. • Manage and organize departmental meetings effectively with both internal and external parties. • Ensuring the compilation and distribution of minutes of senior management team meetings.

Working period **nuo 2021.10 iki 2023.03**

Company name Builders Warehouse

You were working at: Operations Clerk

Occupation Store Intern

What you did at this job position? Back Office Clerk ,Human Resources Administrator ,Dispatch Clerk ,Front End Clerk>Returns Clerk ,Stock Controller ,

Education

Educational period **nuo 2013.01 iki 2015.01**

Degree Grade 12 / Matric

Educational institution Minerva High School

Educational qualification National senior certificate

I could work Yes

Educational period **nuo 2019.06 iki 2018.12**

Degree Diploma

Educational institution Central Johannesburg College

Educational qualification Business Management N6

I could work Yes

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | very good | very good |
| isiZulu | fluent | very good | very good |

Computer knowledge

- *Microsoft Office.
- *Spreadsheets.
- *Email communication

Conferences, seminars

N/A

Recommendations

| | |
|------------------|---------------------------------|
| Contact person | Mr Ncedo Methusi |
| Occupation | Inventory Manager |
| Company | Builders warehouse Kempton Park |
| Telephone number | 078 332 9281 |
| Email address | ncedo.methusi@builders.co.za |

| | |
|------------------|---------------------------------|
| Contact person | Ms Kabelo Maphakela |
| Occupation | Admin Ops/HR |
| Company | Builders warehouse |
| Telephone number | 063 320 4673 |
| Email address | kabelo.maphakela@builders.co.za |

Additional information

| | |
|--------------------------|-------------------------------------|
| Your hobbies | *cooking *reading *Exercising |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2019-07-00 (5 years) |
| Salary you wish | 8000 R per month |
| How much do you earn now | 4000 R per month |