



Lifalake Gerald Dube

Curriculum Vitae (CV)

What job i'm looking for? My positive points

computer skills you are seeking. I welcome the opportunity to discuss my qualifications and skills in further detail. To schedule an interview please contact me at 084 065 6811 or, alternatively send an email to dubelifa05@gmail.com and I will return your call. I look forward to becoming part of the team. I thank you for your time and consideration.

Lifalakhe Dube

Preferred occupation Administrators
 To Whom it may concern, Administrative jobs

I am writing to express my sincere interest in the position advertised online with your Company, as I believe I might add exceptional value to your company. With broad knowledge of administrative support coupled with complementary skills & experience, I feel confident that I would significantly benefit and grow within your organization.

Contacts and general information about me

Starting my professional career with an internship program for 6 months at PSG WEALTH FINANCIAL

PLANNING, I proved my capabilities through hard work, determination and discipline, as a result I

earned myself a permanent contract with the same company. With over 2 years and 3 months of

experience in an administrative role, I gained skills in many aspects of office administration. In my

current position I have been responsible for the following duties:

Telephone number *Information is available only for registered users.*

- Opening Offshore and Local share trading accounts

Email address *Information is available only for registered users.*

- Loading Payments & Claims on Absa Business Integrator platform

Additional Information

Creating Client Payments on Investec CCM & sending payments for authorization

Salary you wish 15000 per month

How much do you wish to receive in your bank account monthly 15000 per month

- General Admin which includes filing, creating folders and sorting client folders
- Requesting client statements in order to assist financial analysts compile & complete client performance reports

- Sending out monthly performance reports & updating asset allocations

In executing the above-mentioned duties, as an Administrative assistant I also acquired the following skills:

- Typing speed & Accuracy of 55 words per minute
- Fully bilingual in English, Afrikaans and Xhosa
- Excellent Computer Skills - in-depth knowledge of Microsoft Office Software (distinctions acquired in Computer Practices modules)
- Strong Data Capturing Skills
- Effective verbal & written communication skills
- Ability to learn new software applications

I am confident that I can offer you the administrative support, customer service and excellent