



# 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 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