



# Sampie Bila

Curriculum Vitae (CV)

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

My name is Sampie Bila

My qualifications include a National Certificate N4-N6 in Human Resources Management. I also have two years practical experience as a Business Continuity Management Administrator and believe that I am ready to accept more responsibility. I am a diligent worker and take pride in my work and I am sure that I can make a positive contribution to your company.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1995-08-31 (29 years old)   |
| Gender               | Male  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2020.06 iki 2022.05**

Company name SBV

You were working at: Banking

Occupation Business Continuity Management Administrator

What you did at this job position? The areas of my responsibility are as follows below: (a) Data mining: Sourcing, identifying, analysing and gathering information for the risk and governance department as well as the entire organisation. - Monitor events and incidents through municipal and non municipal websites, social media platforms and publications. - Conduct in depth research of events and gatherings that might affect normal operations of the business. (b) Communication: Communicating reported events and incidents on time to specific audiences within the organisation. - Structuring of incident alert message format. - Sending incident alert notification message. (c) Record management: Recording events and incidents on the BarnOwl system as well as the Microsoft Excel program. - Ensure that information that is captured is accurate and in good standards. - Drawing weekly and monthly reports from the system and the program. (d) Risk meetings and discussions: Attending monthly risk committee meetings and occupational health and safety meetings as a Business Continuity Management representative. - Assisting the Head: Business Continuity Management in terms of administrative issues. - Take and forward messages to the Head: Business Continuity Management.

**Education**

Educational period **nuo 2015.01 iki 2016.06**

Degree Certificate

Educational institution South West Gauteng College

Educational qualification National Certificate Human Resources Management

I could work Yes

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | good           | good                | good          |
| Sepedi   | good           | good                | basic         |

**Recommendations**

Contact person Meanie Luwes

Occupation Head Business Continuity Management

Company SBV

Telephone number 082 899 3728

**Additional information**

Your hobbies I listen to the radio with interest. I am also interested in current affairs and history. I play soccer.

Driver licenses

None

Salary you wish

negotiable R per month

How much do you earn now

unemployed R per month