



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 Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1995-08-31 (29 years old)
Gender	Male
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 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