



# Saadia Morris

Curriculum Vitae (CV)

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

This letter is to introduce myself and interest in becoming a part of your company. I'm a self-motivated, hardworking, reliable and quick learning individual that is highly organized and goal oriented. I strongly believe in being a team player and strive to maintain a positive "can-do" attitude at all times. Interacting constructively with people and coping well under challenging environments. I assure you that I can successfully fulfill any task assigned to me

I am looking for a job, where I can make use of my knowledge, skills and can be kept busy while learning new skills for the near future benefiting me and the business. I strive to make the best of each day and strive hard to complete any task given to me. If there is no work for me to carry on with I am always willing to help out where I can. My resume will show my overall background, education and skills. I assure you that I can successfully fulfill any task assigned to me

I hope to hear from you in the near future and hopefully schedule an interview in which I hope to learn more of your company, its mission, goals and objectives most of all contributing to the success of the business.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Welkom Free State

## Contacts and general information about me

Day of birth	2000-01-13 (24 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2018.10 iki 2021.02**  
 Company name RANDFONTEIN LOCAL MUNICIPALITY  
 You were working at: Government jobs  
 Occupation COMMUNITY HEALTH WORKER  
 What you did at this job position? HEALTH PROMOTER AND ADVISOR

Working period **nuo 2021.02 iki 2020.07**  
 Company name THEBE INVESTMENTS COOPERATIONS  
 You were working at: Insurance administrator  
 Occupation ADMINISTRATION  
 What you did at this job position? E-FILING, DATA CAPTURE, ADMIN

Working period **nuo 2022.06 iki 2023.09**  
 Company name CSG SKILLS INSTITUTE  
 You were working at: Administrators  
 Occupation OPS ADMINSTRATOR  
 What you did at this job position? E-FILING, DATA CAPTURE, ADMIN, RECRUITMENT

**Education**

Educational period **nuo 2020.02 iki 2020.11**  
 Degree Certificate  
 Educational institution CSG SKILLS INSTITUTE  
 Educational qualification BUSINESS ADMINSTRATION  
 I could work AS AN ADMINISTRATOR

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent
Setswana	very good	very good	basic
English			

**Computer knowledge**

MICROSOFT OFFICE  
 ADBOBE  
 WINDOWS

**Recommendations**

Contact person	MICHEAL SELEKE
Occupation	L.M ADMINISTRATOR
Company	CSG SKILLS INSTITUTE
Telephone number	0117942000
Email address	mseleke@csggroup.co.za

Contact person	NELISWA BOOI
Occupation	T&P MANAGER
Company	THEBE INVESTMENTS COOPERATIONS
Telephone number	011 447 5500

#### **Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-09-00 (5 years)
Salary you wish	9000 R per month
How much do you earn now	7000 R per month