



Sonele Fotoyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for any available job, but wish to get job that relates to my qualifications as I am currently holding NQF level 4 in office administration, and N4 in business management, also have an counterbalance certificate and 6 years experience working in warehousing as a packer, and also I have been volunteering as peer buddy which is similar to office administration work at collage of cape town, I also was partipating at college of Cape town as student body (sport officer, recreation and culture and international outreach) where I have been obtained leadership skills, but any available job is acceptable to me because I'm currently unemployed.

Wish to be contacted anytime as I am available to start immediately

I am a good team player, I love working with people as an administrator, good communication skill, and strategic planner,thinker working in a retailer is my favourite work as I am a reliable person, I prioritise my work more than Everything and panctuality is my thing (my work is my life I always put it first)

Preferred occupation

Receptionist
Administrative jobs

Jobs for students
Student jobs

Cashiers
Retail, store jobs

Shop assistants
Retail, store jobs

Telemarketers
Sales jobs

Filing clerk
Administrative jobs

Call Centre agent
Administrative jobs

Generals
General jobs

Administrators
Administrative jobs

Preferred work location

Cape Town
Western Cape

Contacts and general information about me

Day of birth	1996-08-11 (27 years old)
Gender	Male
Residential location	Cape Town Western Cape
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

Company name	Pioneer foods
You were working at:	Wholesaler
Occupation	Forklift operator
What you did at this job position?	Offloading trucks and load at dispatch, using long folks to hang tough bags in a high racks

Education

Educational period	nuo 2020.01 iki 2022.12
Degree	Certificate
Educational institution	Collage of cape town
Educational qualification	NQF Level 4 (office administration)
I could work	Any office work
Educational period	nuo 2023.01 iki 2022.06
Degree	Certificate
Educational institution	College of cape town
Educational qualification	N4 BUSINESS MANAGEMENT
I could work	Any business work that relates to my qualifications

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

I am good in working with computer the software that I have been working with is, Ms word, Ms Excel, Ms Access, Ms PowerPoint, and outlook. All the administrative work I can perform very well

Conferences, seminars

Workshop (SRC INDUCTION)

I attended the leadership workshop when I was a student as I was a student body and I got a powerful lessons of leadership skills it was 2022 and I also a have a recognition certificate as reference

Recommendations

Contact person	Boqwana khaya
Occupation	Supervisor
Company	Css(pioneer foods
Telephone number	0835289877
Email address	fotoyisonele023@gmail.com

Additional information

Your hobbies	Athletes (runner 100M)
Salary you wish	R5000 R per month
How much do you earn now	N/A R per month