



# 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 (28 years old)
Gender	Male
Residential location	Cape Town Western Cape
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**

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	<b>nuo 2020.01 iki 2022.12</b>
Degree	Certificate
Educational institution	Collage of cape town
Educational qualification	NQF Level 4 (office administration)
I could work	Any office work
Educational period	<b>nuo 2023.01 iki 2022.06</b>
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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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