



# Faith Sahula

Curriculum Vitae (CV)

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

I am applying for an Office Administrator position. My varied administrative experiences and extensive skills in performing clerical tasks make me an ideal candidate for this position. The supervisors at my recent place of work will attest to my natural abilities to plan, organize and carry out procedures associated with admin work.

As noted on my resume, I am highly skilled in providing administrative support to department heads, and managing everyday office tasks. This includes: maintaining contact with customers, creating liaison with other agents, maintaining inventory supply and typing documents as needed. Moreover, I have a demonstrated ability to prepare reports as analyzing available data is the best way to figure out what an office needs in terms of supplies and employees. Since good customer services is the base of all successful businesses, I have good skills to care for customers so that their needs are met - which ensures their loyalty.

I am confident that my professional knowledge, work experience and motivation make me a suitable candidate for this Office Administrator job. My resume is enclosed herewith which will provide you with further details regarding my skills and abilities. I would like to meet you for and work with you.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Generals</b> General jobs
	<b>Secretaries</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

Day of birth	1993-08-16 (31 years old)
Gender	Female
Residential location	<b>West Rand</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

Email address

Information is available only for registered users.

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### Work experience

Working period **nuo 2015.10 iki 2018.12**  
Company name Harambee Youth Employment Accelerator  
You were working at: Agents  
Occupation Call centre Agent  
What you did at this job position? Screening & Capturing

### Education

Educational period **nuo 2008.01 iki 2011.12**  
Degree Grade 12 / Matric  
Educational institution Madiba Comprehensive school  
Educational qualification Grade 12

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent
Setswana	very good	very good	very good
Sepedi	good	good	good

### Computer knowledge

Word  
Excel  
Outlook  
Google maps  
Google  
Power point

### Recommendations

Contact person Thandiwe Zata  
Occupation Manager  
Company Harambee Youth Employment Accelerator  
Telephone number 0115930500  
Email address thandiwe@harambee.co.za

### Additional information

Your hobbies Discovering new thing  
Reading

	Listening to motivational speakers
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	4500 R per month