



Osandiso Madikizela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Taking dictation and minutes;
- Carrying out background research and presenting findings;
- Producing documents, briefing papers, reports and presentations;
- Organizing and attending meetings and ensuring the manager is well prepared for meetings;

I do appreciate that this being a different environment, there are still lots to be learnt and I look forward to the learning opportunities and own set of challenges that comes along with the role. I am a fast learner and given the skills and knowledge that I already possess, I believe that I will be able to add value to the success of your organization.

In addition to this experience, I gained considerable customer service skills during my part-time employment as Promoter (Sales Adviser). I also bring to the table strong computer proficiencies in MS Word, MS Excel and CRM database. Please review my attached resume for additional details regarding my expertise and career achievement. I will follow up to request an appointment to discuss how my experience and background meets your need.

I am confident that I can offer you the best service, communication and problem-solving skills you are seeking.

Thank you for your time and consideration.

Sincerely,

Osandiso Madikizela

Preferred occupation	Administrators Administrative jobs
	Generals General jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1993-06-22 (31 years old)
Gender	Female
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

Dear Sir/Madam

I am self-motivated individual who works hard, communicates well and has good interpersonal skills. I have recently completed my matric and I'm seeking employment in a business field to help develop my knowledge base.

Working period **nuo 2015.11 iki 2017.12**
 Company name South African Brewery(SAB)
 You were working at: Administrators
 Occupation Customer Service
 What you did at this job position? • Responsible for the completion of all documents basic call handling process

Working period **nuo 2013.10 iki 2015.09**
 Company name Bayport Financial Services
 You were working at: Agents
 Occupation Service Consultant
 What you did at this job position? Contacting customers via telephone, email and face to face and work directly with potential customers to determine their financial viability and sell them a variety of financial service

Education

Educational period **nuo 2007.01 iki 2011.12**
 Degree Grade 12 / Matric
 Educational institution Wood Hurst Sec
 Educational qualification Matric Certificate
 I could work yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	good	good	good
isiZulu	basic	good	good

Computer knowledge

Managing File

Internet explorer

Computer Literacy

Conferences, seminars

Institution Added Advantage Academy

N/A

Qualification Microsoft

Year Completed 2013

Recommendations

Subjects/Course introduction of Keyboard

Contact person : Miss Kim Wilson

Microsoft world

Occupation : Manager

Microsoft excel

Company South African Breweries (SAB)

Microsoft outlook

Telephone number : 0102860253/ 0833622739

Internet Typing

Email address Kim.wilson@sabmiller.com

PowerPoint

Contact person

Mr Mondli

Occupation

Manager

Company

Bayport Financial Services

Telephone number

0313125622/0635621256

Email address

mndl_@yahoo.com

Additional information

Your hobbies

I've always been interested in the financial field. As a child, I played with cash registers instead of video games. As I got older, the market place and global economics enthralled me all the way through past jobs. Now, this position will keep me in the field that I enjoy and am an expert in. Additionally, I expect to learn even more from the new challenges I will face while working for your company

Driver licenses

None

Salary you wish

8000 R per month

How much do you earn now

6000 R per month