



# Sanele Gama

Curriculum Vitae (CV)

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

My name is Sanele Gama and I have recently completed my Information Technology Essential Course at Central Johannesburg College and Financial management N5 at Tshwane college of commerce and computer studies. I am looking for an Administration posts, it could be any stream in Administration, I am a qualified bookkeeper.

I realised you're looking for a candidate with strong written and oral communications skills, as well as a hardworking individual. I believe I have all the qualities that the company is looking for in the interns that they are willing to hire this year 2020. I am accustomed to fast paced environment where deadlines are a priority and handling multiple job is a norm, I enjoy challenges and will work hard to achieve your objectives. If you seeking for a productive individual who looks at challenges as opportunities to learn, then I am the right person for the job.

Enclose my resume for your review. Some of my key strengths and achievements:

- ☐ I have excellent communication, planning and problem solving skills.
- ☐ I am a team player and I work very well with people.
- ☐ I am a critical thinker, hard worker and have good strategy development skills.
- ☐ Exceptional leadership skills, proficient communication and good interpersonal skills.
- ☐ Computer literate.

Preferred occupation  
Administrators  
Administrative jobs

Preferred work location  
Johannesburg  
Gauteng

South Coast (Ugu)  
KwaZulu-Natal

Bhisho  
Eastern Cape

Cape Town  
Western Cape

## Contacts and general information about me

Day of birth	1994-03-22 (30 years old)
Gender	Male
Residential location	Johannesburg

Gauteng

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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### **Additional information**

Salary you wish

8500 R per month

How much do you earn now

6000 R per month