BUSI SIWELA

Johannesburg, South Africa | 078 760 5060 | siwelabusi3@gmail.com

PROFILE

I am an honest, reliable and energetic person who learns fast. I can work well in a team or on my own, follow instructions, and I am always willing to go the extra mile. I am physically fit and available to work flexible hours including weekends. Highly motivated to gain experience and contribute positively to workplace.

SKILLS & COMPETENCIES

- Excellent communication and teamwork
- Fast learner and able to follow instructions
- Basic computer literacy (MS Word, WPS Office, Email internet)
- Reliable, punctual, and responsible
- Team player with positive attitude
- Willing to learn and take initiative
- Good time management
- Good customer service
- Sales skills
- Able to work under pressure
- Honest and trustworthy
- Problem solving
- Organized and able to priorities tasks

EDUCATION

National Senior Certificate — *Jan 2015 – Dec 2020*
Thuto Pele Secondary School

ACHIEVEMENTS

- Virtual Assistance Skills Certificate
- WPS Office International Skills Training Certificate

LANGUAGES

English | isiZulu | Sesotho

REFERENCES

Available upon request