

# JOHN SMITH

BUSINESS MANAGEMENT GRADUATE

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## PROFILE

Include information about your educational background, any skills you possess and some personal qualities.

## SKILLS

- Proficient in Microsoft
- Multilingual
- Great communication skills
- Leadership qualities

## EDUCATION

### UNIVERSITY OF CAPE TOWN

Bachelor of Commerce in Business Management

2018-2022

## EXPERIENCE

### VOLUNTEER

University of Cape Town

- Assisted in the admin office during my four years of studies

### JOB SHADOWING

- Job shadowed at the general manager of Nedbank during my first-year of studies

### EXTRACURRICULAR ACTIVITIES

- Played rugby for the UCT team throughout my studies
- Head of the business society in high school
- Head Boy