

John Smith

22 Kariba Street, Wynberg
Cape Town, 8000

021 975 6789

johnsmith@gmail.com

PROFILE

Include information about your previous work experience, but make sure to highlight your skills and achievements that will make you a good fit for the role you are applying for.

EDUCATION

Bachelor of Commerce in Business Management
University of Cape Town
2010-2014

National Senior Certificate
Cape Town High School
2005-2009

RELEVANT EXPERIENCE

Nedbank
General Manager
2016-2022

Nedbank
Training Intern
J2014-2015

SKILLS

Business Management

- Managing a large team of diverse individuals
- Producing results by delegating tasks
- Mentoring and motivating staff

Communication

- Excellent interpersonal and interpersonal communication skills
- Communicating with staff members on all levels
- Liaising with the senior management team

Computer Skills

- Proficient in Microsoft Word, Excel, Powerpoint and Office
- Completed a short course in computer training

AWARDS

- Student Excellence Award
- Community Development Award
- Manager of the Year Award