Bokamoso Masuku

992 Lunga Street Twala Section Katlehong, 1431 Ekurhuleni +27 78 308 2838
masukubokamoso87@gmail.com, ID No 0504011158087

Professional Summary

Accomplished professional with expertise in administration support and effective organizational management. Skilled in emotional intelligence, decision-making and negotiation to enhance the workplace communication and streamline operations. Committed to driving efficiency and fostering collaborative environments for sustained business growth.

Interests

- Creative Writing
- Puzzle Solving
- Reading
- Music

Education

Grade 11 2023

High School.

Completed Alison online courses:

Digital Skills

Microsoft Office

Language

- English
- Zulu
- Sotho

Skills

- Resourceful
- Emotional Intelligent
- Negotiation
- Punctuality
- Strong communication and interpersonal skills
- Quick learner and highly adaptable

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- Basic computer skills (Microsoft Word, Excel, PowerPoint)
- Reliable and a team player

Job Application Email

Subject: Application - Entry-Level Position - Bokamoso Masuku.

Dear Hiring Manager,

I am writing to apply for the entry-level position at your company. I am eager to bring my enthusiasm, dedication, and strong willingness to learn to your team.

I have completed several Alison courses, including Digital Skills, Microsoft Office, and Professional Skills courses, which have equipped me with basic computer skills, strong communication, and a professional work mindset. I am confident in my ability to quickly adapt and grow within your company.

I have attached my CV for your review. I would welcome the opportunity to discuss how I can contribute to your team.

Thank you for your time and consideration.

Best regards,

Bokamoso Masuku

masukubokamoso87@gmail.com, | +27 [78 308 2838]

Objective:

Motivated and enthusiastic individual seeking an entry-level position where I can apply my strong work ethic, learn new skills, and contribute to the teams success.

- Strong communication and interpersonal skills
- Quick learner and highly adaptable
- Basic computer skills (Microsoft Word, Excel, PowerPoint)
- Reliable and a team player

Achievements / Projects:

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- Successfully completed multiple Alison online courses
- Participated in school and community projects demonstrating teamwork and responsibility

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