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## CURRICURUM VITAE OF SA JOB AGENCY

### PERSONAL DETAILS

Surname : Agency  
First Names : Sa Job  
ID Number : 061122184086  
Date of Birth : 22-11-2006  
Gender : Female  
Physical Address : 269 Mazisi Kunene Rd, Glenwood, Durban, 4041  
: Durban  
: 4001  
Contact Number : 060 607 6183  
E-mail Address : example@sajobagency.com  
Home Language : English  
Other Language : Isizulu  
Marital Status : Single  
Criminal Offence : None  
Nationality : South African  
Health : Excellent  
Hobbies : Reading

### EDUCATIONAL QUALIFICATION

Name of School : Girls High  
Highest Grade Passed : Grade 12  
Year Obtained : 2021  
Subject Passed : isiZulu  
: English  
: Life Orientation  
: Mathematics  
: Life Sciences  
: Agricultural Science  
: Physical Sciences  
: Accounting  
: Tourism  
: Hospitality  
: CAD  
: Add Here for More Subjects

## ATTRIBUTES

I am a dedicated, passionate, organized person that is good with time and can perform effectively under pressure. I appreciate dealing with people and my first priority is respect.

My strong work ethic is evident from the fact I have served as President of the [student activity] concurrent with my academic studies, as well as paid summer internships in [name of the internship] at [name of the company] as well as [name of the internship] at [name of the company]. These experiences have enabled me to gain a realistic view of the demands and challenges of the Business Analyst position.

As Summer Associate at [name of the internship company], I was responsible for monitoring fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources, and personal interviews.

As an [internship name] at [name of the internship company], I worked on a number of financial reports, including cash flow reporting, profit and loss account, and balance sheet analysis. My work has been used for companywide presentations.

## EXPERIENCE

1. Company Name : SA JOB AGENCY  
: 10 April 2019 –11 November 2020  
: 10 January 2021 –25 August 2021

Duties : Documents filling  
: Computer assistance  
: Administration

Contact : Manager  
: 031 456 7890  
: info@sajobagency.com

## REFERENCES

Contact Person : Brown Kay  
Relationship : Brother  
Contact Number : 060 100 1001

Contact Person : Chetty Kay  
Relationship : Mother  
Contact Number : 073 123 4567