**CURRICULUM VITAE OF**

SANTASHIA BUSUNTH

SALES ADMINISTRATOR TO REGIONAL MANAGEMENT

10 YEARS BANKING EXPERIENCE- FINANCIAL SECTOR

# CONTACT DETAILS

|  |  |
| --- | --- |
|  | **061 323 4405** |
|  | Availability: 1 month  notice |
|  | [Santashia.busunth@ yahoo](mailto:Santashia.busunth@%20%20%20%20%20yahoo).com |

# PERSONAL DETAILS

Date of birth

### 13/07/1993

Nationality

### South African

Gender

### Female

Marital status

**Single**

**SUMMARY**

I am experienced Office Manager with a strong grounding in finance and banking. I am committed to producing work which meets quality standards, and I am striving to obtain a position which maximizes my current ability as I stream from a prominent academic background which compliments my accumulated experience.

# WORK EXPERIENCE

## Sales Administrator to Regional Management

## Standard Bank

### January 2017 - Present

* Office management
* Asset disposal
* Compliance and audit management
* Presentation and correspondence management
* Travel and accommodation booking
* Ensure all required activities are executed timeously.
* Co-ordinate meetings, agenda preparation and minutes distribution
* Monitoring of supervision activities
* Tracking of budget and record keeping of all departmental expenses
* Ensure the manager is informed about upcoming events.
* Tracking of continuous professional development points
* Tracking of planner performance and informing management of shortfalls

## Secretary to the Business Risk & Wealth Manager

## Standard Bank

### February 2016 – December 2016

* Client service
* Diary management
* Cold calling
* Preparing client files and ensuring data is updated.
* Maintain an effective filing system.
* Follow up on pending activities and execute within SLA’s.
* Stakeholder engagements

## Personal Assistant to Executive Financial Planner

## Standard Bank

### April 2013 - January 2016

* Administration Duties
* Oﬃce Management/Reception Duties
* Marketing
* Client Services
* Retention of clients

# REFERENCES

### Current Manager

### Sithu Ngcobo

Standard Bank

Regional Manager

**C:** +**27 84 020 6654**

### E:[Sithuthukile.Ngcobo@ standardbank.co.za](mailto:Sithuthukile.Ngcobo@%20standardbank.co.za)

### Previous Managers

### Seema Moodley

Absa Bank

Regional Manager

**C:** +**27 83 277 7267**

### E: Seema.Moodley04

### @ gmail.com

### Keith Parsons

Standard Bank

Business Risk and wealth manager

**C:** +**27 84 884 3468**

### E:[Keith.Parsons@ standardbank.co.za](mailto:Keith.Parsons@%20standardbank.co.za)

# EDUCATION

# Post Graduate Diploma in Business Management

# Mancosa -2022

**Bachelor of Commerce Degree (Risk and Project Management)**

Regent Business School 2016

**National Diploma in Financial Management**

Msunduzi Tvet College 2015

**Grade 12**

Raisethorpe Secondary School 2006

# SHORT COURSE

**Nyukela Public Service senior management service Pre-entry Programme**

**Certificate in Marketing Management**

**Digital Literacy Course- University of Pretoria**

# SKILLS

* **Sales Tracking Sales team training**
* **Strategic Planning Excellent communication**
* **Recruiting and Hiring Risk Mitigation**
* **Performance management Pipeline management**