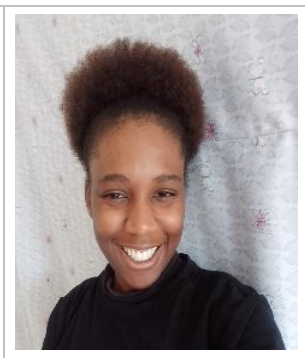


<p><b>Epiphane Furaha</b>                  epiphane@motionengineers.co.za                  www.motionengineers.co.za                  +27 61 024 2085</p>	
---	---

<p><b>Personal Details</b></p>	<ul style="list-style-type: none"> <li>• POSITION: Administrator</li> <li>• NAME OF FIRM: Motion Consulting Engineers (Pty) Ltd</li> <li>• SPECIALISATION: Administration</li> <li>• DATE OF BIRTH: 31 July 1998</li> <li>• NATIONALITY: Rwandan</li> <li>• YEARS EXPERIENCE: 3</li> </ul>
--------------------------------	--

<p><b>Professional Profile</b></p>	<p>Epiphane Furaha is an administrator with 3 years of experience specializing in office administration.</p>
------------------------------------	--

<p><b>Education</b></p>	<ul style="list-style-type: none"> <li>• BSc Biotechnology University of Western Cape 2019</li> </ul>
-------------------------	---

<p><b>Courses</b></p>	<ul style="list-style-type: none"> <li>• Administrative Assistant Skills Mastery: Command Your Career</li> <li>• Microsoft Excel – Excel from Beginner to Advanced</li> <li>• Zaio – Digital Literacy</li> </ul>
-----------------------	--

<p><b>Work History</b></p>	<ul style="list-style-type: none"> <li>• <b>From:</b> 2022 to current</li> <li>• <b>Employer:</b> Motion Consulting Engineers</li> <li>• <b>Position held:</b> Administrator</li> <li>• <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>- Oversee effective file management to keep office records up to date</li> <li>- Managing office correspondence, including emails, phone calls, and emails efficiently and promptly</li> <li>- Communicating with staff through various internal platforms to keep colleagues informed of office updates</li> <li>- Coordination of weekly meetings and appointments for office staff</li> </ul> </li> </ul>
----------------------------	--

	<ul style="list-style-type: none"> <li>- Maintaining good team relationships by proactively helping others with tasks</li> <li>- Providing secretarial support to board members and the senior management team</li> <li>- Completing data processing into relevant systems to keep records and documentation current</li> <li>- Maintaining standardized accounting records to support financial control</li> </ul> <ul style="list-style-type: none"> <li>• <b>From:</b> 2020 to 2022</li> <li>• <b>Employer:</b> Bargain Books</li> <li>• <b>Position held:</b> Junior Book Seller</li> <li>• <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>- Customer service</li> <li>- Housekeeping</li> <li>- Merchandising</li> <li>- Security</li> <li>- Book knowledge</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• <b>From:</b> 2018 to 2019</li> <li>• <b>Employer:</b> Sport Skills for Life Skills</li> <li>• <b>Position held:</b> Administrative assistant</li> <li>• <b>Responsibilities:</b> <ul style="list-style-type: none"> <li>- Provide admin support</li> <li>- Maintain records and database</li> <li>- Data collection</li> <li>- Data Entry</li> <li>- Take minutes during meetings</li> </ul> </li> </ul>
--	--

<p><b>Key Skills</b></p>	<ul style="list-style-type: none"> <li>• Business Writing</li> <li>• Writing</li> <li>• Communication skills (verbal and written)</li> <li>• Strong work ethic</li> <li>• Analytical skills</li> <li>• Digital Literacy</li> <li>• Emotional intelligence</li> <li>• Effective communicator</li> </ul>
--------------------------	--

<p><b>References</b></p>	<p><b>Thaabit Falal, NDip and BTech (Civil)</b></p> <ul style="list-style-type: none"> <li>• Cell: +27 76 107 6081</li> </ul> <p><b>Sergei Kiewiet, BScEng (Civil)</b></p>
--------------------------	--

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Email: <a href="mailto:sergei@motionengineers.co.za">sergei@motionengineers.co.za</a></li><li>• Cell: +27 84 478 0079</li></ul> |
|--|---|