

# EMMANUEL KALENGA

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I am a detail-oriented individual with strong written and communication skills, as well as a variety of administrative skills. I take pride in my ability to keep track of even the smallest details and ensure that all tasks are completed accurately and efficiently. Additionally, I am adept at communicating with others, whether in person, over the phone, or via email, and can effectively convey information and ideas. My administrative skills include proficiency in various software programs, organization, time management, and multitasking. Overall, I am a dedicated and reliable individual who strives to excel in everything I do.

## Work Experience

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### **General Worker (Casual)**

Springs, Gauteng

May 2019 to November 2022

I worked for a religious organization that had diverse projects and outreach programs. We aimed to make a positive impact on people's lives by organizing food and clothing drives, and providing education and training programs for underprivileged youth. It was heartwarming to see the community come together and benefit from our efforts.

## Education

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### **HIGH SCHOOL GRADUATE in GED**

SPRINGS SECONDARY SCHOOL - Springs, Gauteng

## Skills

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- Customer service
- Travel management
- Google calendar management
- Event management
- Inbox management
- Google Suite

## Languages

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- english - Native
- french - Intermediate