



BBM

BONISANI (BRIAN) MPOFU

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DETAILS

Date of birth: 18/ 09/ 1986
Gender: Male
Country of origin: Zimbabwe
Language: English, Ndebele, Zulu and Shona.

I am a 39-year-old ambitious individual who is prepared to achieve the anticipated goals of the Job description. I am a hard worker, self-motivated, goal oriented individual who is always looking for a challenge to enhance my skills and knowledge. I like to interact with other people and adapt easily to different kinds of environments. I have excellent computer skills, MS excel, Word Document, Power Point and AI (Artificial Intelligence). I have since developed my desire in offering better service to develop my communication skills. I can work under both an unstructured and structured environment.

SKILLS

Sales
Technology skills (Excel, Words and PowerPoint)
Leadership
Communication
Time management
AI (Artificial Intelligence)

EXPERIENCE

BLACK JACK: WAITER/ BARTENDER
(Dec 2010-2018)

Refreshment Assistant / Candidate Assistant

- Welcomed and assisted candidates during interviews, ensuring a professional and hospitable environment.
- Offering refreshments and maintaining a courteous, client focused atmosphere.
- Coordinated communication with businesses regarding candidate arrivals and interview schedules.

Key Skills

- **Planning:** Ability to organize tasks and manage responsibilities efficiently.

- **Effective Communication:** Skilled in engaging with candidates and business representatives clearly and professionally.
- **Time Management:** Experienced in prioritizing duties to ensure smooth interview processes and timely coordination.

THE VENUE NIGHT CLUB: BARTENDER

(May 2009-Nov 2010)

My responsibilities included balancing the stock sheet, counting stocks and giving reports to my manager. Some of the skills used include effective communication, client experience and product knowledge.

Investec bank Information Center Researcher

(October 2018-February 2026)

Responsibilities:

- Conducted comprehensive research across global and South African industries, covering multiple sectors to support strategic insights.
- Performed company-specific research on both local and international organizations, delivering raw data sets for further analysis.
- Utilized single-user and enterprise-license data resources to mine and extract relevant information efficiently.
- Managed and maintained digital subscriptions and data platforms, ensuring seamless access for internal stakeholders within the bank.
- Supported business units by providing accurate, timely, and well-structured research outputs to inform decision-making.

Investec Bank Careers Coordinator

Responsibilities:

- Coordinated candidate outreach and served as the primary point of contact throughout the recruitment process.
- Scheduled interviews by arranging suitable dates, times, and venues in alignment with both candidate and business availability.
- Conducted comprehensive background checks, including verification of candidate credentials and certification authenticity.

EDUCATION

Matric: Somvubu Secondary School
(Jan 2002-Dec 2006)
Highest grade passed: O'Level

Primary School, Lortondale Primary School
(Jan 1995-Dec 2002)

AWARDS & CERTIFICATES

Excel 101 Certificate
Writing Works Certificate
Udemy Graphic Design
Udemy IT Support Technical Skill

References available on Request >