

Quick Reference Guide Build Your Resume



Your resume is a crucial element to showcase your expertise and achievements and build your personal brand within Sodexo.

Let us get to know you!

Sodexo is a place where you can thrive in your own way.

As you develop within your role and explore our organization, make sure we get to know you and your story.

Today, more than ever, building your personal brand is a way to share your path so far, your achievements and your aspirations for the future.

How to make the most out of your resume:

Take a fresh look at the story your resume tells. You can update your information in your Employee File/My Resume in SuccessFactors

Keep your resume up to date. It's a good idea to review it once or twice a year for any edits you would like to make. For example, review it when you're preparing for a conversation with your manager or your ready for your next opportunity.

A career conversation is an excellent time to share what you have done in the past, maybe in other organizations.

Your resume includes:

Geographic mobility

Languages

Sodexo work history

External work history

Education

Professional credentials

Leadership experience

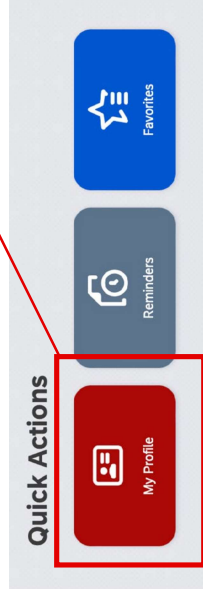
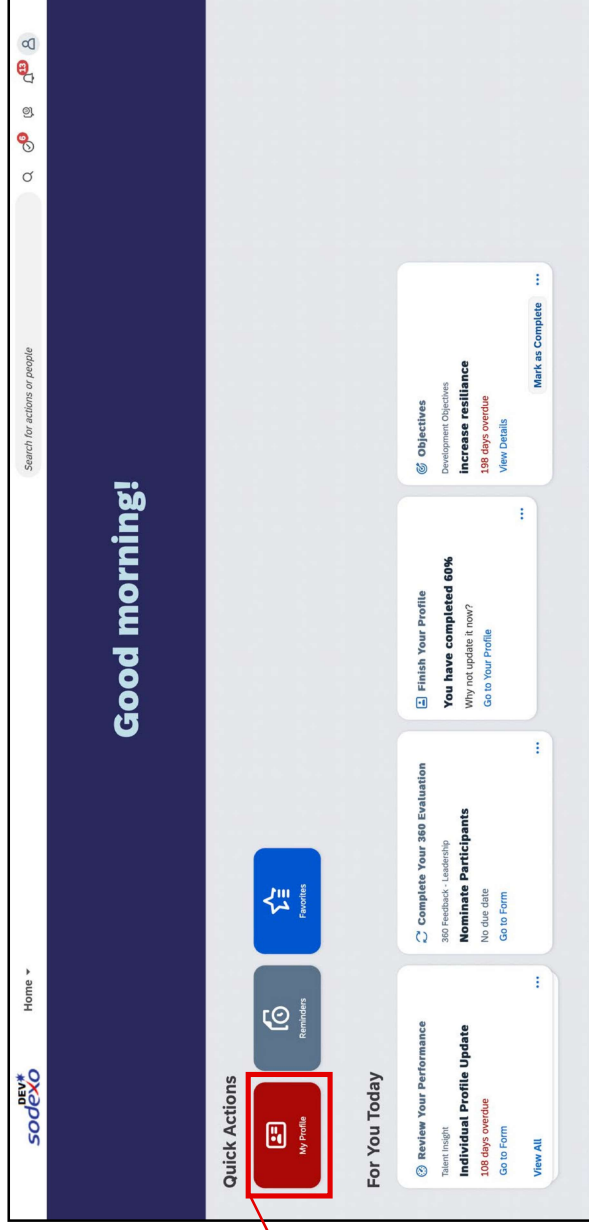
Awards and recognition

Community involvement

Quick Reference Guide: Build Your Resume

Log into Success Factors

After you log into SuccessFactors, click on the **My Profile** tile in the **Quick Actions** section.



Quick Reference Guide: Build Your Resume

Add Your Geographic Mobility

Indicate if you are willing to relocate to a different area, please list your desired city or country.

Click the + icon to add a new location. Click the pen icon to edit an existing entry.

The screenshot shows a resume builder interface for a user named ENAEL KIBUNA. The 'Geographic Mobility' section is highlighted with a red box. It contains two entries:

Would you be willing to relocate?	If yes, then to which country?	Comments
Not at this time	Bahamas	-
To another city in my country	st petersburg	-

Below this section are other resume sections: Work Experience (Sodexo Work History), Education (Sep 19, 2005 - May 29, 2009), Leadership Experience, and Awards and Community Involvement.

Quick Reference Guide: Build Your Resume

Select Your Language

Add your languages. Indicate your speaking, reading, and writing proficiencies.

Click the + icon to add a new language. Click the pen icon to an existing entry.

ENAEEL KIBUNA

My Resume | Talent Insights | Personal Information | Employment Information | Compensation Statement | Variable Pay Statement

Geographic Mobility and Languages

Languages ⓘ ✎ +

Language	Afrikaans
Speaking Proficiency	Beginner
Reading Proficiency	None
Writing Proficiency	Native
Language	Punjabi
Speaking Proficiency	Intermediate
Reading Proficiency	None
Writing Proficiency	None

Show More

Work Experience

Sotexo Work History ⓘ ✎ +

Time Period	Mar 29, 2023 - Apr 26, 2023
Title	Organiser
Department	Org
Country	United Kingdom
Details and Accomplishments	Great

Education ⓘ ✎ +

Time Period	Sep 10, 2005 - May 20, 2009
Country	United Kingdom
Institution	Manchester Met
Field of Study	Other
Degree	High school
Attachment	-
Skill Attending	No

Professional Credentials ⓘ ✎ +

No data

Leadership Experience ⓘ ✎ +

Area of Leadership	Operational focus and accountability
Years of Experience	4 - 6 years
# of People Managed	1000
Euros Managed (M)	14000000
Comments	fshjlljldh
Area of Leadership	Joint ventures or alliances
Years of Experience	1 - 3 years
# of People Managed	1
Euros Managed (M)	1000
Comments	-

Awards and Community Involvement ⓘ ✎ +

No data

Quick Reference Guide: Build Your Resume

Your Sodexo Work History

List your past and present work experience at Sodexo. Include the time period, title, department, country and any accomplishments and details.

Click the + icon to add a job. Click the pen icon to edit an existing entry.

The screenshot shows a user profile for ENAEL KIBUNA. The 'Work Experience' section is highlighted with a red box. It contains two entries: 'Sodexo Work History' and 'External Work History'. The 'Sodexo Work History' entry is the one highlighted in the red box in the image. Below the main screenshot, a larger red-bordered box provides a detailed view of the 'Sodexo Work History' entry.

Sodexo Work History	
Time Period	Mar 29, 2023 - Apr 26, 2023
Title	Organiser
Department	Org
Country	United Kingdom
Details and Accomplishments	Great

Quick Reference Guide: Build Your Resume

Your Education

Add details about your education. Include the time period, country, institution, field of study, and degree.

Click the + icon to add a new educational entry.
Click the pen icon to edit an existing entry.

The screenshot shows a resume builder interface for a user named ENAEL KIBUNA. The interface is divided into several sections: Personal Information, Employment Information, Compensation Statement, Variable Pay Statement, Talent Insights, My Resume, Geographic Mobility and Languages, Work Experience, Education, Leadership Experience, and Awards and Community Involvement. The Education section is highlighted with a red box, and a red line points to a detailed view of the Education entry form, also highlighted with a red box. The Education entry form includes fields for Time Period, Country, Institution, Field of Study, Degree, Attachment, and Still Attending. The current entry is for Sep 19, 2005 - May 29, 2009, at Manchester Met, with a High School degree, no attachment, and no longer attending.

Section	Field	Value	
Education	Time Period	Sep 19, 2005 - May 29, 2009	
	Country	United Kingdom	
	Institution	Manchester Met	
	Field of Study	Other	
	Degree	High school	
	Attachment	-	
	Still Attending	No	
Leadership Experience	Area of Leadership	Operational focus and accountability	
	Years of Experience	4 - 6 years	
	# of People Managed	1000	
	Euros Managed (M)	14000000	
	Comments	fshjiljdh	
	Area of Leadership	Joint ventures or alliances	
	Years of Experience	1 - 3 years	
Awards and Community Involvement	# of People Managed	1	
	Euros Managed (M)	1000	
	Comments	-	
	Awards and recognitions	No data	
	Community involvement	No data	
	Work Experience	Time Period	Mar 29, 2023 - Apr 26, 2023
	Work Experience	Title	Organiser
Work Experience	Department	Org	
Work Experience	Country	United Kingdom	
Work Experience	Details and Accomplishments	Great	
Work Experience	Time Period	Jan 01, 2021 - Mar 20, 2023	
Work Experience	Type of Business	Other	
Work Experience	Company	Interserve	
Work Experience	Position	Resourcing BP	
Work Experience	Country	United Kingdom	
Work Experience	Details and accomplishments	Good	
Geographic Mobility	Would you be willing to relocate?	Not at this time	
Geographic Mobility	If yes, then to which country?	Bahamas	
Geographic Mobility	Comments	-	
Geographic Mobility	Would you be willing to relocate?	To another city in my country	
Geographic Mobility	If yes, then to which country?	-	
Geographic Mobility	Comments	st petersburg	
Geographic Mobility	1 note	-	
Languages	Language	Afrikaans	
Languages	Speaking Proficiency	Beginner	
Languages	Reading Proficiency	None	
Languages	Writing Proficiency	Native	
Languages	Language	Punjabi	
Languages	Speaking Proficiency	Intermediate	
Languages	Reading Proficiency	None	
Languages	Writing Proficiency	None	

Quick Reference Guide: Build Your Resume

Your Professional Credentials

Add any professional credentials you may have. Click the + icon to add a new entry. Click the pen icon to edit an existing entry.

The screenshot displays a resume builder interface for a user named ENAEL KIBUNA. The interface is divided into several sections: Personal Information, Employment Information, Compensation Statement, Variable Pay Statement, Geographic Mobility and Languages, Work Experience, Education, Leadership Experience, and Awards and Community Involvement. The 'Professional Credentials' section is highlighted with a red box. A red line connects this box to a larger red box on the left side of the image, which contains the text from the adjacent blocks.

Professional Credentials ⓘ ✎ +

No data

Professional Credentials ⓘ ✎ +

No data

Quick Reference Guide: Build Your Resume

Your Leadership Experience

Add details about your leadership experience.

Click the + icon to add a new entry. Click the pen icon to edit an existing entry.

Leadership Experience

Area of Leadership	Operational focus and accountability
Years of Experience	4 - 6 years
# of People Managed	1000
Euros Managed (M)	14000000
Comments	fsdhjktfdh
Area of Leadership	Joint ventures or alliances
Years of Experience	1 - 3 years
# of People Managed	1
Euros Managed (M)	1000
Comments	-

EN AEL KIBUNA

My Resume | Talent Insights | Personal Information | Employment Information | Compensation Statement | Variable Pay Statement | Actions | Header | As of Today

Geographic Mobility and Languages

Geographic Mobility +

Would you be willing to relocate? Not at this time
If yes, then to which country? Bahamas
Comments -

Would you be willing to relocate? To another city in my country
If yes, then to which country? -
Comments st petersburg
1 note

Languages +

Language	Afrikaans
Speaking Proficiency	Beginner
Reading Proficiency	None
Writing Proficiency	Native
Language	Funjabi
Speaking Proficiency	Intermediate
Reading Proficiency	None
Writing Proficiency	None

Show More

Work Experience

Sotexo Work History +

Time Period	Mar 29, 2023 - Apr 26, 2023
Title	Organiser
Department	Org
Country	United Kingdom
Details and Accomplishments	Great

External Work History +

Time Period	Jan 01, 2022 - Mar 20, 2023
Type of Business	Other
Company	Interserve
Position	Resourcing BP
Country	United Kingdom
Details and accomplishments	Good

Education

Education +

Time Period	Sep 10, 2005 - May 20, 2009
Country	United Kingdom
Institution	Manchester Met
Field of Study	Other
Degree	High school
Attachment	-
Skill Attending	No

No data

Leadership Experience

Leadership Experience +

Area of Leadership	Operational focus and accountability
Years of Experience	4 - 6 years
# of People Managed	1000
Euros Managed (M)	14000000
Comments	fsdhjktfdh
Area of Leadership	Joint ventures or alliances
Years of Experience	1 - 3 years
# of People Managed	1
Euros Managed (M)	1000
Comments	-

Awards and Community Involvement

Awards and recognitions +

No data

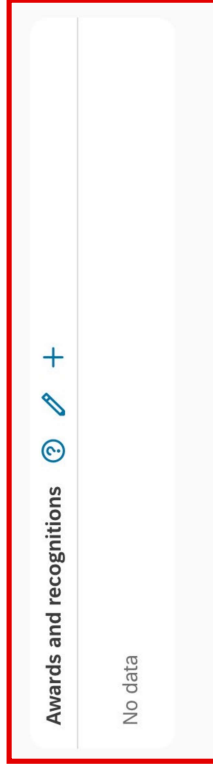
Community involvement +

No data

Quick Reference Guide: Build Your Resume

Your Awards and Recognition

Add any awards or recognition you have earned. Click the + icon to add a new entry. Click the pen icon to edit an existing entry.



ENAEL KIBUNA | Actions | Header | As of Today

My Resume | Talent Insights | Personal Information | Employment Information | Compensation Statement | Variable Pay Statement

Geographic Mobility and Languages

Geographic Mobility +

Would you be willing to relocate? Not at this time
If yes, then to which country? Bahamas
Comments

Would you be willing to relocate? To another city in my country
If yes, then to which country? st petersburg
Comments
1 note

Languages +

Language	Proficiency
Afrikaans	Beginner
Speaking Proficiency	Beginner
Reading Proficiency	None
Writing Proficiency	Native
Punjabi	Intermediate
Speaking Proficiency	Intermediate
Reading Proficiency	None
Writing Proficiency	None

Show More

Work Experience

Sotexo Work History +

Time Period	Title	Department	Country	Details and Accomplishments
Mar 20, 2023 - Apr 26, 2023	Organiser	Org	United Kingdom	Great

External Work History +

Time Period	Type of Business	Company	Position	Country	Details and accomplishments
Jan 01, 2022 - Mar 20, 2023	Other	Interserve	Resourcing BP	United Kingdom	Good

Education

Education +

Time Period	Country	Institution	Field of Study	Degree	Attachment	Skill Attending
Sep 10, 2005 - May 20, 2009	United Kingdom	Manchester Met	Other	High school	-	No

Professional Credentials +

No data

Leadership Experience

Leadership Experience +

Area of Leadership	Years of Experience	# of People Managed	Euros Managed (M)	Comments
Operational focus and accountability	4 - 6 years	1000	14000000	fsahjldkh

Area of Leadership Joint ventures or alliances
Years of Experience 1 - 3 years
of People Managed 1
Euros Managed (M) 1000
Comments -

Awards and Community Involvement

Awards and recognitions +

No data

Community involvement +

No data

Quick Reference Guide: Build Your Resume

Your Community Involvement

Add your community involvement.

Click the + icon to add a new entry. Click the pen icon to edit an existing entry.

Community Involvement ⓘ ✎ +

No data

My Resume ▾ Talent insights ▾ Personal Information ▾ Employment Information ▾ Compensation Statement ▾ Variable Pay Statement

ENAEEL KIBUNA ▾ Actions ▾ Header ▾ As of Today

Geographic Mobility and Languages

Geographic Mobility ⓘ ✎ +

Would you be willing to relocate? Not at this time
If yes, then to which country? Bahamas
Comments -

Would you be willing to relocate? To another city in my country
If yes, then to which country? -
Comments st petersburg
1 note

Languages ⓘ ✎ +

Language	Proficiency
Afrikaans	Beginner
Speaking Proficiency	None
Reading Proficiency	None
Writing Proficiency	Native
Punjabi	Intermediate
Speaking Proficiency	None
Reading Proficiency	None
Writing Proficiency	None

Show More

Work Experience

Sotexo Work History ⓘ ✎ +

Time Period	Title	Department	Country	Details and Accomplishments
Mar 20, 2023 - Apr 26, 2023	Organiser	Org	United Kingdom	Great

External Work History ⓘ ✎ +

Time Period	Type of Business	Company	Position	Country	Details and accomplishments
Jan 01, 2022 - Mar 20, 2023	Other	Interserve	Resourcing BP	United Kingdom	Good

Education

Education ⓘ ✎ +

Time Period	Country	Institution	Field of Study	Degree	Attachment	Skill Attending
Sep 10, 2005 - May 20, 2009	United Kingdom	Manchester Met	Other	High school	-	No

Leadership Experience

Leadership Experience ⓘ ✎ +

Area of Leadership	Years of Experience	# of People Managed	Euros Managed (M)	Comments
Operational focus and accountability	1-6 years	1000+	14000000	fsahjldkth
Joint ventures or alliances	1-3 years	1	1000	-

Awards and Community Involvement

Awards and recognitions ⓘ ✎ +

No data

Community Involvement ⓘ ✎ +

No data