



Njabulo Fortune Mbata

Curriculum Vitae (CV)

What job i'm looking for? My positive points

HR Intern

Administration

Preferred occupation

Operations Clerk
Administrative jobs

Personal assistant
Administrative jobs

HR intern
Management, human resources jobs

Data capturers
Administrative jobs

Administrators
Administrative jobs

Filing clerk
Administrative jobs

Debt collector
Administrative jobs

Preferred work location

Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1997-10-09 (27 years old)

Gender Male

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2019.11 iki dabar**
 Company name CSG SKILLS INSTITUTE
 You were working at: Administrators
 Occupation Operations
 What you did at this job position? Administrator Learner

Education

Educational period **nuo 2016.01 iki 2016.11**
 Degree Grade 12 / Matric
 Educational institution Masithwalisane Secondary School
 Educational qualification Matric
 I could work yes

Educational period **nuo 2019.11 iki 2020.11**
 Degree Certificate
 Educational institution CSG SKILLS INSTITUTE
 Educational qualification Generic Management Level 3
 I could work yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
isiZulu	very good	fluent	very good
Setswana	good	basic	do not know

Computer knowledge

Microsoft Office
 Adobe

Conferences, seminars

Business writing (2020)
 Intro to Office Environment (2019)
 Customer Service (2020)

Recommendations

Contact person	Podisho
Occupation	Operations
Company	CSG SKILLS INSTITUTE
Telephone number	0825430576
Email address	pramatladi@csgskills.co.za

Additional information

Your hobbies	I Hereby Apply for the Job Position that is available in your organization. I strongly believe that I would be of great assistance to your organization as I am a capable young and energetic person with unlimited knowledge always willing to learn, relevant and favourable qualities to perform the job competently and effectively. I am willing to work under pressure and to work as a good a Team player.
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	2000 R per month