



# 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.*  
[Sign in](#)

## 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