Qaqamba Njengele

Curriculum Vitae (CV)

Jobin.co.za

What job i'm looking for? My positive points

The kind of job that i want is Administration. because is the job that i know i can do and i have an experience for this job. 2016 to 2018, i was working at Department of Roads and Public works in Queenstown but it was the Learnership of 18 montth. Is where i get the experience. My duties was:

- Verifying files from stores
- Receive bid documents
- Publish awards on all relevant medias
- Render support and assist on Demand and Acquisition
- Provide support on tender briefing session and prepare contracts to be signed
- Advertise tender on all media (CIDB,CSD and Tender bulletin) closing tender following all processes
- Receive and verify goods procured whether is at a right quality, quantity as per specification
- Issue out appointment letters to contractors and managing all infrastructure contracts

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1992-11-24 (31 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	*Information is available only for registered users.* Sign in
Email address	*Information is available only for registered users.* Sign in

Additional information

Salary you wish	5000 R per month
How much do you earn now	2000 R per month