



Connie Tirhani Maugugane Manganyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability, and experience allow me to deliver successful results for any organization in a range of administrative positions.

Please allow me to highlight my key skills:

- able to effectively manage my time through careful planning and organization of work activities
- an aptitude for identifying and resolving problems efficiently
- excellent communication skills that result in positive interpersonal relationships
- a track record of meeting deadlines and producing accurate work of a high standard
- proven ability to make sound decisions based on valid information
- the capacity to learn and apply new information quickly and accurately
- strong computer skills with proficiency in MS Office.

I am convinced that I can be an asset in any position requiring hard work, enthusiasm, and reliability and I look forward to hearing from you in the near future

Preferred occupation

Filing clerk
Administrative jobs

Administrators
Administrative jobs

Data capturers
Administrative jobs

Call Centre agent
Administrative jobs

Switchboard operator
Administrative jobs

Customer care agent
Administrative jobs

Secretaries
Administrative jobs

Fisheries Biologists

Farming, forestry, fishing jobs

Farmers

Farming, forestry, fishing jobs

Botanist

Farming, forestry, fishing jobs

Preferred work location

East Rand

Gauteng

Johannesburg

Gauteng

Pretoria / Tshwane

Gauteng

Sedibeng

Gauteng

West Rand

Gauteng

Cape Town

Western Cape

Mankweng

Limpopo

Polokwane / Pietersburg

Limpopo

Other Limpopo

Limpopo

Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth	1994-07-23 (30 years old)
Gender	Male
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2019.02 iki 2020.01**

Company name Department of Agriculture, Forestry and Fisheries

You were working at: Fisheries Biologists

Occupation Environmental Officer intern: Aquaculture Technical Services

What you did at this job position? • Monitoring and evaluating Aquaculture Technical Services (ATS) projects. • Rendering technical advice and providing support in the implementation of legislation and aquaculture projects. • Facilitating compilation of the 2019/20 Aquaculture Yearbook and annual production data report. • Promoting environmental education and awareness. • Providing administrative support to the Directorate: ATS. • Complying with the Public Service Prescripts and ensuring compilation and submission of reports as required. • Providing support into the 2018/19 Aquaculture Yearbook write-up process, through drafting and editing.

Education

Educational period **nuo 2018.01 iki 2018.12**

Degree Honours

Educational institution University of Limpopo

Educational qualification Bachelor of Science Honours in Aquaculture

I could work Administration, Fisheries, Farming, Research and General work

Educational period **nuo 2008.01 iki 2012.12**

Degree Grade 12 / Matric

Educational institution Makgoka High School

Educational qualification National Senior Certificate

I could work Administration, General Work and Data Capturing

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	very good	very good	very good
Tshivenda	good	good	good

Computer knowledge

Microsoft Office and SPSS

Additional information

Your hobbies Reading, Hiking, Cooking and Gaming

Driver licenses

None

Salary you wish

12000 R per month