



Kwanele Peter Shoba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

This opportunity will contribute a lot to both my career profile and further my skills while contributing with what I have. I enjoy using my abilities in collaborative with job description ethos. I would highly appreciate being part of the organization, serving for the best interest of all. Thank you.

Kind Regards, Mr. K.P Shoba

Preferred occupation Administrators
 I am sending you this to show my interest in the Office Assistant position. I will highly appreciate the opportunity if my application can reach the company and be considered for the selection process.
 Filing clerk
 Administrative jobs

My work experience manifested leadership capabilities made up of a combination of both volunteer and contract-based positions. From house committee chair, to resident assistant, planning and execution, mentoring, tutoring, facilitation, administration, lecturing and coordination. Through the above mentioned functions and occupations, they have helped me understand the dynamics within
 Receptionist
 Administrative jobs
 Data capture
 Administrative jobs

Preferred work location New-Location
 working environment which helps to work anywhere, with people from different levels of profession maintaining good atmosphere within the working area. Recognizing both cultural and human

Contacts and general information about me
 diversity while maintaining mutual respect and value for each one another within the space.

Day of birth 1993-08-05 (30 years old)
 Applying all aspects of professionalism everywhere presenting and maintaining positive image and confidentiality of the organization. Guided by three basic principles; Trust, Respect and Protect. This

Residential location Midlands
 helps to build a strong relationship among each other as well as all departments within the organization. This is what my experience has taught me so far.
 KwaZulu-Natal

Telephone number Information is available only for registered users.
 Throughout the above-mentioned position, administration and interpersonal skill was the central

Part of the position, administration and interpersonal skill was the central part of the most. More especially my latest ones; (Junior) Lecturing & Coordination. Planning, structuring, & delivering the course content, writing reports, filling, etc. which required office

management skills. However, interacting with people was my daily job as an academic mentor for

Additional information
 about 4 years providing both academic and social guidance to students. As a lecturer & a tutor during class sessions & consultation times. As a resident assistance to UKZN residences which is also more like being a receptionist and a manager, giving information to students and parents regarding everything concerning residence and rules, welcoming and attending each and everyone queries during their arrival, providing necessary procedure for signing & allocations, managing and updating office data through computer system and hard copy filling, taking minutes of the meeting, reporting to the relevant line manager following the chain-flow of information provided by the department, and always available to attending everyone queries during duty times. All requires a person with a very good interpersonal skills, time management, organizing skills, good communication and most of all, strong professionalism.