



Sakhile Victor Mavuso

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Sakhile Victor Mavuso Is A 23 Years Old Male, Holding An Honours Degree In a Field Of Public Administration.

I have An Experience in administrative duties, and worked as a clerk assistant. I have a skill in computer Microsoft Package. I have A good communication skill, problem solving skills and Good leadership.

As a dedicated human being and Ambitious, I am a hard working person who complete duty on a record time. As I future civil servant it is My duty and objective to serve the interest of the people.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1998-05-23 (26 years old)
Gender	Male
Residential location	Johannesburg 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 2020.01 iki 2020.03
Company name	Malibongwe Primary School
You were working at:	Filing clerk
Occupation	Admin Assistant
What you did at this job position?	Administrative Duties Printing, Typing, Receiving Emails and Sending Email. Lastly Prepare Minutes of the meeting.

Working period **nuo 2020.12 iki 2021.04**
 Company name Esinqeni Primary School
 You were working at: Teachers
 Occupation Educator Assistant
 What you did at this job position? Teaching Students, marking, invigilating, distribution of textbook, mantaining social distance Covid 19 rules.

Working period **nuo 2021.06 iki 2021.11**
 Company name INDEPENDENT ELECTORAL COMMISSION
 You were working at: Academic officer
 Occupation Deputy Presiding officer
 What you did at this job position? Monitoring voting station, manage voting process, handle queries at the station.

Working period **nuo 2021.12 iki 2022.01**
 Company name Bongani rainmaker logistics
 You were working at: QA
 Occupation Quality Controller
 What you did at this job position? Profiling students list, Requisition, and promotional schedules

Education

Educational period **nuo 2016.01 iki 2018.12**
 Degree Degree
 Educational institution University of Zululand
 Educational qualification Public Administration
 I could work Yes.

Educational period **nuo 2019.01 iki 2019.12**
 Degree Honours
 Educational institution University of Zululand
 Educational qualification Honours In Public Administration
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

Microsoft Package. Microsoft Word And PowerPoint. And Excel.

Conferences, seminars

Attended a conference at IEC Office to do Training on how voting process occurs. Also attended a training for teaching students.

Recommendations

Contact person	Ms Msibi
Occupation	Presiding Officer
Company	IEC
Telephone number	0602805957

Contact person	Mr Khumalo
Occupation	Principal
Company	Esinqeni Primary School
Telephone number	0824842460

Contact person	Ms Mavuso
Occupation	HR Officer
Company	Bongani rainmaker logistics
Telephone number	0664845521
Email address	buyi@rainmaker.co.za

Additional information

Your hobbies	Reading Football
Driver licenses	None