



# Thokozani Ngcobo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

SECURITY SUPERVISOR

INDUSTRIAL RELATION, TRAINING AND ADMIN OFFICER

SECURITY OFFICER

TRUCK DRIVER (C1 PDP)

SALES AGENT

Preferred occupation

Supervisors  
Security jobs

Truck drivers  
Driver jobs

Customer care agent  
Administrative jobs

Taxi drivers  
Driver jobs

Recruitment professional  
Management, human resources jobs

Preferred work location

North Coast  
KwaZulu-Natal

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth

1982-03-16 (42 years old)

Gender

Male

Residential location

North Coast  
KwaZulu-Natal

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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## Work experience

Working period **nuo 2006.04 iki 2009.06**  
 Company name NKOSINI INVESTMENT  
 You were working at: Builders  
 Occupation PROJECT MANAGER  
 What you did at this job position? PLANNING, DO PROJECT BUDGET AND LEADING THE TEAM

Working period **nuo 2009.08 iki 2010.08**  
 Company name OLD MUTUAL  
 You were working at: Sales representative  
 Occupation FINANCIAL ADVISER  
 What you did at this job position? ASSISTING CLIENT WITH PERSONAL POLICY AND ADVICE THEM WITH INVESTMENT

Working period **nuo 2010.10 iki 2021.03**  
 Company name SIBA MANAGEMENT (GMEF T/A KFC)  
 You were working at: Restaurant managers  
 Occupation HR/IR, RECRUITMENT, COMPLIANCE PAYROLL SKILLS DEVELOPMENT ADMIN AND PROPERTY DEVELOPMENT OFFICER  
 What you did at this job position? LEADING THE TEAM AND SUPPORTING TEAM

### Education

Educational period **nuo 2004.01 iki 2004.12**  
 Degree Grade 12 / Matric  
 Educational institution HIGH SCHOOL  
 Educational qualification MATRIC  
 I could work ANY WHERE

Educational period **nuo 2005.02 iki 2005.12**  
 Degree Certificate  
 Educational institution BERA TECHNICAL COLLEGE  
 Educational qualification ELECTRICAL  
 I could work ELECTRICAL SUPPORT

Educational period **nuo 2021.08 iki 2021.12**  
 Degree Certificate  
 Educational institution PSIRA  
 Educational qualification SECURITY GRADE E,D,C AND B  
 I could work SECURITY SUPERVISOR

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

|          |      |      |      |
|----------|------|------|------|
| English  | good | good | good |
| isiZulu  | good | good | good |
| isiXhosa | good | good | good |
| SiSwati  | good | good | good |

### Computer knowledge

MACROSOFT WORD, EXCEL AND POWER POINT APPS AND PROGRAMING

### Conferences, seminars

N/A

### Recommendations

Contact person                      GRAHAM BANTTING  
Occupation                              AREA MANAGER  
Company                                  SIBA MANAGEMENT (GMEF T/A KFC)  
Telephone number                      0712398930  
Email address                            graham@gmefkfc.co.za

Contact person                      THABILE DLUNGWANE  
Occupation                              SUPERVISOR  
Company                                  OLD MUTUAL  
Telephone number                      0725535880  
Email address                            thabile@oldmutual.co.za

Contact person                      VUSI NGCOBO  
Occupation                              MANAGER  
Company                                  NKOSINI INVESTMENT  
Telephone number                      0710080504  
Email address                            vusiNelson@outlook.com

### Additional information

Your hobbies                            Hiring manager  
I read your post advertised with great interest. I believe my experience aligns well with the skills you seek, I have worked as a payroll administrator, financial and maintenance coordinator with an integrity demanding organization for well over three years. After working as a human Resource Officer, I developed skills to demonstrate a deep level of compliance knowledge to ensure that all my services abide by requirements of ongoing network of compliance . My prior roles afforded me well rounded skill sets including results oriented approach, strong sense of urgency in all my responsibilities. Other skills include:

- Excellent Communication and confidence

- Problem Solving
- Customer Service
- Ability to organize and pay attention to details.

As an addition I consider myself a highly productive individual with solid work ethics. I Completed a Diploma in business management studies majoring in financial accounting and cost management. Please review my attached file for additional details.

Thank you for your consideration.

Sincerely

Thokozani Ngcobo

Driver licenses

C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from

2006-04-00 (18 years)

Salary you wish

8000 R per month