



Njabulo Blessing Xaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General worker to any company.

I'm capable of delivering excellent results, Highly motivated, Willing to go extra miles to reach goals and learn along the way, Self disciplined, Effective communication, I'm punctual, Team player and I'm physically and mentally fit.

Preferred occupation	Generals General jobs
Preferred work location	Secunda Mpumalanga
	Sasolburg Free State
	Ladysmith KwaZulu-Natal
	Harrismith Free State

Contacts and general information about me

Day of birth	1989-03-08 (35 years old)
Gender	Male
Residential location	Warden Free State
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 2012.02 iki 2022.07**
 Company name Community Work Programme (CWP)
 You were working at: Other jobs
 Occupation Supervisor
 What you did at this job position? Assist in registration of participants for the CWP , prepare for the work to be done each week. Lead a team work of 25 participants, Be punctual and resolve conflicts peacefully. Submit the completed registers and weekly/Monthly reports to the administrator. Adhere to the code of conduct at all times and attend all meetings arranged by the management.

Working period **nuo 2011.10 iki 2011.11**
 Company name Statistics South Africa
 You were working at: Other jobs
 Occupation Enumerator (Field worker)
 What you did at this job position? Enumerator, Update listing and Filing up questionnaires.

Working period **nuo 2021.10 iki 2021.11**
 Company name Independent Electoral Commission (IEC)
 You were working at: Other jobs
 Occupation Deputy Presiding Officer
 What you did at this job position? Registration of new voters and Changing of voting stations.

Education

Educational period **nuo 2008.11 iki 2008.11**
 Degree Grade 12 / Matric
 Educational institution Iphondle Senior Secondary School
 Educational qualification Grade 12

Educational period **nuo 2017.02 iki 2017.03**
 Degree Certificate
 Educational institution BH Training and Consulting
 Educational qualification Handyman

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	good	good	good
Sesotho	good	good	good

Computer knowledge

2. Google Drive - Docs, sheets, slides forms.
3. Spreadsheets - Excel, Google sheets, Open Office Calc.
4. Email- mail merge, filters, folders, rules.
5. Presentation- PowerPoint.

1. Ms Office - word, Excel, Outlook and PowerPoint

Recommendations

Contact person	Mr Muzi Zimu
Occupation	Site Manager
Company	Green Development Foundation
Telephone number	0685078624
Email address	chaliezim@gmail.com

Contact person	Miss Puseletso Khotha
Occupation	Administrator
Company	Green Development Foundation
Telephone number	0603399375
Email address	memelcwppsk@gmail.com

Contact person	Miss Zonke Mfuphi
Occupation	Office Assistant
Company	Community Work Programme (CWP)
Telephone number	0798739212

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-07-00 (7 years)
Salary you wish	7000 R per month
How much do you earn now	2600 R per month