



# Nompumelelo Mazibuko

Curriculum Vitae (CV)

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

I am looking for Administration positions. I am conscientious and professional Management Assistant with extensive experience in Office Administration roles. Highly organized and efficient person with through and precise approach to projects, which has produced excellent result to date. Able to manage own time effectively and priorities workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal and customer relation skills.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1989-10-30 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.12 iki 2022.08</b>
Company name	Safair Operations
You were working at:	Administrators
Occupation	Training Administrator
What you did at this job position?	Schedule and coordinate classrooms, facilitators, training material and other supplies for all training programs. Prepare and distribute training materials. Responsible for filing and documentation for auditing purposes. Manage and maintain detailed records of training activities; including participant lists, employee progression and course completions. Collect, compile and report evaluation results, attendance and training data. Assist with the compilation of monthly reports for management. Updating training schedules on WECOMS. Attend to training queries Liaising with and physically submitting documentation to the SACAA Ad hoc duties that may arise from time to time.

### Education

Educational period	<b>nuo 2018.02 iki 2019.03</b>
Degree	Professional Qualification
Educational institution	ETDP.SETA, 2018 - 2019
Educational qualification	National Certificate: Occupationally Directed Education Training and Development Practices NQF Level 5
I could work	Yes

### Languages

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

### Computer knowledge

Microsoft Office - Advanced

### Conferences, seminars

18 February 2022 - Career Breaking Records

### Recommendations

Contact person	Corney Engelbrecht
Occupation	Training Administrator Manager
Company	Safair Operations
Telephone number	011 928 0121

Contact person	Katlego Chiloane
Occupation	Senior Administrator
Company	Safair Operations
Telephone number	011 928 0156

#### **Additional information**

Your hobbies	cycling and reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-11-00 (6 years)
Salary you wish	15000 R per month
How much do you earn now	11300 R per month