



Tondani Mabuduga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Application for Administrator job Position.

I hereby apply for Admin job that is advertised on Jobin.co.za. I believe that my experience and qualifications will make me a valuable asset to your company. Below are the reasons why I think I am the best candidate for this position.

I believe I have relevant skills, qualifications and experience for the position I am applying for. I am able and capable of learning quickly and I will also contribute in making the company more successful. I have acquired knowledge about this job through my Experiential learning in Human Resources Management. I did it at Department of Correctional Services (Makhado Centre of excellence) and that has been well indicated on my Curriculum Vitae.

Sincerely

Contacts and general information about me

Gender	Female
Residential location	Limpopo
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 2020.12 iki 2021.04
Company name	Maranikwe primary School
You were working at:	Teacher
Occupation	Education Assistant
What you did at this job position?	Help students with Home work and monitor students during classes

Working period **nuo 2022.02 iki 2022.11**
 Company name Department of Correctional Services Makhado
 You were working at: HR intern
 Occupation Experiential learning
 What you did at this job position? Administration, Filling SV,SP, Leave administration,Z168,G102,G224,S & T,Duty list, Registry work and switch board.

Education

Educational period **nuo 2017.01 iki 2017.11**
 Degree Grade 12 / Matric
 Educational institution Star school
 Educational qualification Grade 12
 I could work Yes can work

Educational period **nuo 2018.02 iki 2020.09**
 Degree Diploma
 Educational institution Denver Technical College
 Educational qualification Human Resources Management
 I could work Yes can work

Languages

Language	Speaking level	Understanding level	Writing level
Tshivenda	very good	fluent	fluent
English	very good	very good	very good
isiZulu	good	good	basic
isiXhosa	basic	basic	basic

Computer knowledge

MS Office (word, Excel, outlook, PowerPoint, OneNote, Access)
 Google drive (Docs sheets, slides forms)
 Spreadsheets
 Email
 PowerPoint
 Database Management
 QuickBooks
 Social media
 Web
 Graphical
 Enterprise systems.

Conferences, seminars

No I have non

Recommendations

Contact person	Mashau Vhulungani Triphinah
Occupation	HR clerk (mentor)
Company	Department of Correctional Services Makhado
Telephone number	015 516 2251
Email address	Vhulungani.mashau@dcs.gov.za

Contact person	Shivambu marcia
Occupation	HR clerk (mentor)
Company	Department of Correctional Services Makhado
Telephone number	015 516 2214
Email address	Shivambu.marcia@dcs.gov.za

Additional information

Your hobbies	Watching TV Jogging Listening to music Sports activities.
Driver licenses	None
Salary you wish	R7000 R per month
How much do you earn now	R0.00 R per month