



Mlungisi Emmanuel Nkosi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Ambitious individual offering in-depth knowledge on legal and office support work fields. Excels at prioritizing completing tasks and ascertaining future needs. A determined and focused individual that expertly assists companies as stated in the information on this profile

| | |
|-------------------------|--|
| Preferred occupation | Paralegals Law, legal jobs |
| | Administrators Administrative jobs |
| | Truck drivers Driver jobs |
| | Government jobs Government jobs |
| Preferred work location | Johannesburg Gauteng |
| | Middelburg Mpumalanga |
| | Witbank Mpumalanga |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 2003-02-01 (21 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 2021.03 iki 2021.11**
 Company name Xulu Makhatini Consultants
 You were working at: Lawyers
 Occupation Paralegal/Admin Assistant
 What you did at this job position? As an admin assistants I played an important role in organizing, managing, and keeping the office running. As a paralegal I was responsible for managing and filing the legal documents of the company, and for drafting legal documents and reports of all kinds.

Working period **nuo 2021.11 iki 2022.06**
 Company name Van Deventer and Campher
 You were working at: Lawyers
 Occupation Paralegal
 What you did at this job position? As a paralegal I was responsible for managing and filing the legal documents of the company, and for drafting legal documents and reports of all kinds.

Education

Educational period **nuo 2021.02 iki 2022.02**
 Degree Diploma
 Educational institution XMC School Of Paralegal
 Educational qualification Paralegal NQF L5
 I could work As a Paralegal, Legal Assistant/Secretary, Admin Assistant, Legal Personal Assistant.

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| SiSwati | fluent | fluent | fluent |
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |
| Afrikaans | very good | very good | good |
| Sepedi | very good | very good | basic |

Computer knowledge

Programming.
 MS Excel.
 MS Word.
 Outlook.
 MS Database.

Typing.

Recommendations

| | |
|---|----------------------------|
| Email communications. | Constance Simbine |
| Contact person | |
| Creating and managing spreadsheets. | Assistant Manager |
| Occupation | |
| Using databases. | Xulu Makhatini Consultants |
| Company | |
| Working with word processing documents. | |
| Telephone number | +27761701104 |
| Online research. | |
| Email address | admin@xulumakhatini.co.za |
| Image editing. | |

Additional information

| | |
|--------------------------|---|
| Your hobbies | Blogging. Photography. Arts and crafts. Journaling. Basketball. Cooking. |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2021-06-00 (3 years) |
| Salary you wish | R10000 R per month |
| How much do you earn now | R7000 R per month |