



# Nomcebo Mabena

Curriculum Vitae (CV)

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

- \*Good communication skills
- \*detail-oriented
- \*Team player
- \*Good problem solving skills
- \*Good decision making

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	2001-01-14 (23 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2022.03 iki 2023.03</b>
Company name	South African Police Service
You were working at:	Administrators
Occupation	Administrative Clerk
What you did at this job position?	*HRM: Support Services: Administrative Clerk Assisted in Human Resource: Support Service Managed absenteeism of leave. Rendered support service administration duties. Administration and registering of transfer files for the Component. Monitoring and maintenance the Z8 register. Administration and registration of (PEP) Performance Enhancement Process. Conducted inspections of SAPS 26 register weekly and monthly. Compiled weekly, monthly and quarterly reports of Human Resource Management. Maintaining a record keeping, filing and brought forward for support services. Rendered Secretarial support functions. Rendered administration of training needs. Typed documents, letters and support services reports.

### Education

Educational period	<b>nuo 2018.02 iki 2019.12</b>
Degree	Degree
Educational institution	Rosebank college
Educational qualification	Bachelor of Public Administration
I could work	Immediately

### Languages

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

### Computer knowledge

Basic Microsoft Word

### Recommendations

Contact person	Mrs Mahlangu BB
Occupation	Captain (Staff Officer)
Company	South African Police Service
Telephone number	0124006207/827783501
Email address	MahlanguB7@saps.gov.za

Contact person	Mr Thako TT
Occupation	Training Officer
Company	South African Police Service
Telephone number	0124005187/0731215357

Contact person	Mrs Mkhosana UG
Occupation	Support Commander
Company	South African Police Service
Telephone number	0124006957

#### **Additional information**

Your hobbies	Traveling Hiking Cooking
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	00 R per month