



Nhlakanipho Mabika

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a Bachelor's Degree of Public Administration and Human Resource Management. I studied at University of Zululand. I once nominated to represent student in the student academic evaluation as I am person who engage with the leader with the aim of achieving strategic goals stated. During my school period I attended at Slnethezekile Secondary School.

I am a capable young and energetic person with unlimited knowledge always willing to learn, relevant and favourable qualities to perform the job competently and effectively. Getting an opportunity to work with such a great organisation would mean a lot to me. Not only will it allow me to utilize my administrative skills, such a time management, planning, organising, reporting and a vast variety of computer skills it will equip me with necessary work experience that will be essential in the near future when I search for further employment, both in the public and private sector.

I believe I am an enthusiastic and passionate young person who strives for academic excellence though efforts, dedication and focus. When I am assigned with a certain task, I put my whole heart and soul in and try to perform that task with a lot of efforts, dedication and focus. I am the type of person who can and is always willing to do whatever it takes to get a job done, which includes working overtime and working with other people as well. Apart from my natural capabilities, I also possess excellent computer skills (Microsoft package) and communication skills, as stated in my curriculum vitae and I work very well with other people.

Preferred occupation

Operations Clerk
Administrative jobs

Administrators
Administrative jobs

Personal assistant
Administrative jobs

Data capturers
Administrative jobs

	<p>Receptionist Administrative jobs</p> <p>Call Centre agent Administrative jobs</p> <p>Filing clerk Administrative jobs</p> <p>Front Desk Agent Administrative jobs</p> <p>Generals General jobs</p>
Preferred work location	<p>Durban City KwaZulu-Natal</p> <p>Johannesburg Gauteng</p> <p>Witbank Mpumalanga</p> <p>Greylingstad Mpumalanga</p> <p>Wakkerstroom Mpumalanga</p> <p>Drakensberg KwaZulu-Natal</p> <p>Midlands KwaZulu-Natal</p> <p>South Coast (Ugu) KwaZulu-Natal</p> <p>North Coast KwaZulu-Natal</p>

Contacts and general information about me

Gender	Male
Residential location	Durban City KwaZulu-Natal
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2023.01 iki dabar
Company name	University of Zululand
You were working at:	Teachers
Occupation	Tutor
What you did at this job position?	Tutoring first year students

Education

Educational period	nuo 2020.02 iki 2022.11
Degree	Degree
Educational institution	University of Zululand
Educational qualification	Bachelor of Public Administration and Human Resource Management
I could work	as a Clerk, Administrator, receptionist, Admin Assistance, financial Assistance, human resource manager and also as customer care agency

Languages

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

Computer knowledge

Basic computer skills (typing, internet, email)

Extensive knowledge of Microsoft packages (word, powerpoint and excel)

Recommendations

Occupation	Public Admin Lecturer and Head of Department
Company	University of Zululand
Telephone number	035 902 6615

Additional information

Driver licenses	None
Salary you wish	my employer will state R per month
How much do you earn now	none R per month