



# Nyameko Mbadeni

Curriculum Vitae (CV)

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

I am looking for any job like driving ,administrative because I am good in Driving and I have a driving license C1 and I have been working on a company Syntell as a general administrator...I would love to get this job opportunity to keep on showing my skills and getting more knowledge and other skills in the company and prove myself to the company with what I am good at.i promise that with me as an employee you will never regret.i also need this job because I Will be able to feed my grandmother and siblings because the only better income they have at home was coming from me...Being retrenched is so painful especially when you never thought of,i dont know what I am going to eat,how am I going to pay rent because the company I am working at is going to be closed next month and I will have nothing in my pockets to feed me and my family ..I live in an informal settlement because I am not able to get more income but I am thankful to God with the less I have .My goal is to see me prosper ,work for your company and I will be very happy..I am 26 years of Age ,I am very intelligent and I love working in space ,I loved people and I respect them.I can be able to solve problems and I have skills in computer literacy

Preferred occupation

Truck drivers  
Driver jobs

Data capturers  
Administrative jobs

## Contacts and general information about me

Day of birth	1997-07-26 (27 years old)
Gender	Male
Residential location	Western Cape
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 **nuo 2020.03 iki 2023.10**

Company name Syntel

You were working at: Sales administrator

What you did at this job position? Capturing licence disc renewals on Pay City admin. • Sorting and preparing paper work of licence disc renewals for the applicants. • Scanning and renaming licence discs on N drive for future reference. • Verifying and compiling report for licence disc renewals. • Do courier and liaise with the Courier Company and clients. • Delivering traffic warning to courts and other documents. • Booking in single and double warrants from court. • Filing cases (control documents) for future use. • Capturing spread sheet for payments. • Scanning and indexing of warrants. • Checking and drawing warrants for the public on roadblock and on admin mark; send the ID documents to be cleared on the system ENatis if they have no warrants. • Driving to civic centers every morning to deliver and collect discs, and on Fridays drive to various courts and traffic departments to drop traffic warning and reports.

Company name Karan Beef

Occupation Driver

What you did at this job position? Delivering meat to the customers. • Ensuring that the car is in good condition before taking off.

**Education**

Educational period **nuo 2013.01 iki 2015**

Degree Grade 12 / Matric

Educational institution Tambekile CHS

Educational qualification Matric Grade12

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

Microsoft office,  
 Microsoft teams  
 Microsoft word

**Additional information**

Your hobbies Listening to music

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2019-12-00 (4 years)

Salary you wish R6000 R per month

How much do you earn now

R4000 R per month