



# Siyabonga Gwala

Curriculum Vitae (CV)

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

Siyabonga is a dynamic Environmental Scientist, knowledgeable in Computer Aided Drawing (CAD) software and academic research approaches with outstanding writing and interpersonal skills.

Siyabonga is a highly motivated professional with extensive experience in customer service, sales and administrative tasks. An organized and dedicated Administrative officer with a proven track record of providing exceptional customer service in fast-paced environments. Offering keen to learn and achieve and a strong sense of attention to detail along with strong decision-making skills to manage multiple, concurrent tasks. I come with a passion for innovative architecture that harmonizes with the environment. With a strong foundation in both architecture and environmental science, I bring a unique perspective to each project I undertake.

Preferred occupation	<b>Draughtsperson</b> Construction jobs
	<b>Project managers</b> Management, human resources jobs
Preferred work location	<b>East Rand</b> Gauteng
	<b>Cape Town</b> Western Cape
	<b>Stellenbosch</b> Western Cape

## Contacts and general information about me

Day of birth	1997-04-09 (27 years old)
Gender	Male
Residential location	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 **nuo 2021.06 iki 2022.09**

Company name KLM Empowered

You were working at: Administrators

Occupation Administrative and recruitment assistant

What you did at this job position? Recruitment, Administration, Payroll. □ Sorted and distributed office mail and recorded incoming shipments for corporate records. □ Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors. □ Identified and recommended changes to existing processes to improve accuracy, efficiency, and quality service. □ Managed filing system, entered data and completed other clerical tasks. □ Surpassed team goals by partnering with colleagues to implement best practices and protocols. □ Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail. □ Developed strategies to streamline and improve office procedures. □ Managed phone and email correspondence and handled incoming and outgoing mail and faxes. □ Facilitated timely delivery of special projects to meet organizational and departmental objectives.

Working period **nuo 2021.11 iki 2021.11**

Company name Independent Electoral Commission, IEC

You were working at: Government jobs

Occupation Electoral Staff

What you did at this job position? □ Ballot paper issuer □ Used critical thinking to break down problems, evaluate solutions and make decisions. □ Organized and detail-oriented with a strong work ethic. □ Participated in team projects, demonstrating an ability to work collaboratively and effectively. □ Developed strong communication and organizational skills through working on group projects. □ Demonstrated a high level of initiative and creativity while tackling difficult tasks. □ Identified issues, analyzed information and provided solutions to problems.

Working period **nuo 2015.12 iki 2016.03**

Company name Dinwiddie Bottle Store

You were working at: Store person

Occupation Assistant shopkeeper

What you did at this job position? □ Serving customers, stock taking and ordering, handling cash. □ Worked flexible hours across night, weekend and holiday shifts. □ Worked effectively in fast-paced environments. □ Resolved problems, improved operations and provided exceptional service. □ Gained extensive knowledge in data entry, analysis and reporting.

## Education

Educational period **nuo 2016.03 iki 2020.12**  
 Degree Degree  
 Educational institution Sefako Makgatho Health Sciences University  
 Educational qualification BSc (Life Sciences)  
 I could work Biochemist, Health and Safety Officer, Environmental Manager, Project Manager, Lab Assistant

Educational period **nuo 2021.01 iki 2022.01**  
 Degree Certificate  
 Educational institution IIE Rosebank College  
 Educational qualification Higer Certificate in Construction and Engineering Draughting  
 I could work Junior Draughtsman, Health and Safety Officer, Project Manager, Environmental Manager

**Languages**

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

**Computer knowledge**

CAD proficiency  
 Autodesk AutoCAD  
 Autodesk Revit  
 Adobe InDesign  
 Adobe Photoshop  
 Adobe Illustrator  
 FL Studio  
 HTML  
 CSS  
 JavaScript

**Recommendations**

Contact person Tebogo Makhetla  
 Occupation Local Electoral Project Officer  
 Company Independent Electoral Commission, IEC  
 Telephone number 0119990133

Contact person	Mengezi Mhlungu
Occupation	Lecturer and Program Coordinator
Company	IIE Rosebank College
Telephone number	060 312 1206 / 011 482 9760

Contact person	Joy Chikomo
Occupation	General Manager
Company	KLM Empowered
Telephone number	076 086 4326 .

### Additional information

Your hobbies	<p>I am a self-taught music producer, skilled with FL Studio, producing a South African brand of Music known as Amapiano. I am also a Disk Jockey (DJ) who has played at venues such as News Café (Meyersdal) as well as Life Grand Café (Mall of The South)</p> <p>I enjoy learning new skills all the time and one of the skills I am taking up is learning Full Stack Web Development (HTML, CSS and JavaScript). I am also learning the basics of graphic design, learning software such as Adobe Photoshop and Illustrator.</p>
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-12-00 (8 years)
Salary you wish	15000 R per month
How much do you earn now	7000 R per month