



# Lwando Manengela

Curriculum Vitae (CV)

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

Am looking for administrative jobs, I am willing to relocate. I can also work as a driver, general worker and I am also willing to learn and gain more experience in administration industry to achieve my career goals

Preferred occupation

**Data capturers**  
Administrative jobs

**Truck drivers**  
Driver jobs

**Secretaries**  
Administrative jobs

**Generals**  
General jobs

**Government jobs**  
Government jobs

**Cleaners**  
Labour jobs

## Contacts and general information about me

Day of birth	1989-11-10 (34 years old)
Gender	Male
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 2022.07 iki 2023.12**  
 Company name Nelson Mandela Bay Metro  
 You were working at: Call Centre agent  
 Occupation Call operator  
 What you did at this job position? Develop ongoing programmes using good team communication and collaboration. Resolved customer queries and problems using effective communication and providing step by step solutions ( inbound and outbound calls). Explored and create new ways to resolve problems with processes, technology or team members to improve overall efficient.

Working period **nuo 2017.07 iki 2019.12**  
 Company name Mbhashe Local Municipality  
 You were working at: Personal assistant  
 Occupation Administration Clerk  
 What you did at this job position? Kept office operations running smoothly and efficient by implementing procedure and policy improvements. Operated and maintained various office machinery such as printers, fax machines and photocopies file them . Monitored office inventory and supplies, promptly ordering low stock items on

**Education**

Educational period **nuo 2016.07 iki 2020.01**  
 Degree Diploma  
 Educational institution King Hintsa TVET College  
 Educational qualification Public Management  
 I could work I could work as office admin

Educational period **nuo 2012.01 iki 2012.12**  
 Degree Grade 12 / Matric  
 Educational institution Reuben Ntuli SSS  
 Educational qualification Physical sciences and Mathematics  
 I could work I could work as a traffic officer

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	very good	fluent
English	very good	very good	very good
isiZulu	good	good	good
Sepedi	basic	basic	basic

**Computer knowledge**

Ms Word, Ecxel, PowerPoint and Internet

**Recommendations**

Contact person	Lucretia Green
Occupation	Call center super visor
Company	Nelson Mandela Bay Metro
Telephone number	0671401160

Contact person	Mr Zola Menziwa
Occupation	Fleet and assets officer
Company	Mbhashe Local Municipality
Telephone number	0474895853

**Additional information**

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-08-00 (10 years)
Salary you wish	7000-30000 R per month
How much do you earn now	6700 R per month