



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 (35 years old)

Gender Male

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

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 (11 years) |
| Salary you wish | 7000-30000 R per month |
| How much do you earn now | 6700 R per month |