



# Nqobile Biyela

Curriculum Vitae (CV)

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

My name is Nqobile Biyela I'm 25 years of age. I studied at Coastal kzn Tvet college where I obtained National N Diploma in Management Assistant. I'm still furthering my studies at University of South Africa where I'm currently studying National Diploma in Corrections Management and its my biggest wish to further it with Degree in Criminology.

I worked previously as an Assistant Admin Clerk at Khalipha Senior primary School in Durban where I was more exposed to working environment with educators. I lean more skills like Communication skills how to be professional in a work place, working with different personalities, handler different clients, efficiency, working in a pressure I also learn how to use Micro soft Excel, word, PowerPoint, publisher. I also learn how to use printing machine, faxing emailing. I was also dealing with SA-SAMS the system that make the school to operate smoothly. I'm looking of a job that will encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

I also got the opportunity to reflect my self in a different career path where i was enrolled in a programme Education Assistant. On 2022 October I was appointed as an Intern in Department of Education on District level. I started on Recruitment and Selection Section where i was dealing with Recruitment, selection, and deployment of educators. Appointment of temporary and substitute educators, Implanting of PPN and School grading. Verifying of qualification.

|                         |  |
|-------------------------|--|
| Preferred occupation    | <b>Administrators</b><br>Administrative jobs |
|                         | <b>Generals</b><br>General jobs              |
|                         | <b>Government jobs</b><br>Government jobs    |
|                         | <b>Jobs abroad</b><br>Jobs abroad            |
| Preferred work location | <b>Durban City</b><br>KwaZulu-Natal          |
|                         | <b>Pretoria / Tshwane</b><br>Gauteng         |

South Coast (Ugu)  
KwaZulu-Natal

Cape Town  
Western Cape

### Contacts and general information about me

Day of birth 1999-01-29 (25 years old)  
Gender Female  
Residential location Durban City  
KwaZulu-Natal  
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 2019.08 iki 2021.02**  
Company name Khalipha senior Primary  
You were working at: Receptionist  
What you did at this job position? I receive calls, I manage the diary of the manager. Dealing with photocopying, faxing scanning writing minutes.

Working period **nuo 2021.11 iki 2022.08**  
Company name Thengisangaye Primary School  
You were working at: Trainers

Working period **nuo 2022.10 iki 2024.09**  
Company name Department Of Education  
You were working at: Administrators  
What you did at this job position? Recruitment,selection and deployment of educators. Appointment of temporary and substitute educators. Implementation of ppn and school grading.Verification of qualification in respect of appointment. Create and maintain control database for advertised vacancies. Verifying existing vacant posts and obtain approval to advertise. Drafting circulars for advertisement of vacant posts. Recognition and verification of qualification. Payment of different allowances. Updating personnel information according to transaction made. Preparing docketts for educators using Microsoft excel for appointment ECD and volunteer cleaner. Adjustments of salary notches for educators. Submitting qualification to SAQA for verification. Printing payslip for educators.Creating persal numbers for newly appointed educators. Processing all types of allowances.i.e Sunday claim, overtime, and holiday

### Education

Educational period **nuo 2017.01 iki 2017.12**  
 Degree Grade 12 / Matric  
 Educational institution King Bhekuzulu high School  
 Educational qualification National Senior Certificate

Educational period **nuo 2018.01 iki 2022.08**  
 Degree Diploma  
 Educational institution Coastal Kzn tvet College  
 Educational qualification Management Assistant

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | fluent         | very good           | very good     |
| English  | good           | good                | good          |

**Computer knowledge**

Micro soft outlook  
 Micro soft Word  
 Micro Soft excel  
 PUBLISHER  
 POWERPOINT

**Conferences, seminars**

I ATTENDED PERSAL INTRODUCTION COURSE -2024/01/15  
 I ALSO HAVE CERTIFICATE IN ETHICS IN THE PUBLIC SERVICE -2022/12/08  
 I ALSO HAVE CERTIFICATE IN WRITING FOR GOVERNMENT: BASIC WRITING SKILLS -2024/12/13

**Recommendations**

Contact person ZP KUMALO  
 Occupation ADMIN CLERCK  
 Company KHALIPHA SENIOR PRIMARY  
 Telephone number 082547406

Contact person A.F MFEKA  
 Occupation principal  
 Company thengisangaye  
 Telephone number 0822474660

**Additional information**

Your hobbies i love reading book

|                          |                    |
|--------------------------|--------------------|
|                          | I love cooking     |
| Driver licenses          | None               |
| Salary you wish          | R25000 R per month |
| How much do you earn now | R7000 R per month  |