



Unity Funekile Ndaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I, Unity Funekile Ndaba have very excellent leadership skills which I acquired through the EY NEX Gen Program. The various skills include listening skills, communication skills, computer skills, group leadership, self-motivation and self-leadership. By using these skills I can grow within a company and help promote growth for the company as well.

A Construction Company TMK Projects Primary Co-operative LTD employed me to be their Marketing Assistant and also the Administrator. I was responsible for many day-to-day operations of the company and I am able to adapt in many different situations. I am always ready for a challenge and never start a new project without completing another.

Preferred occupation	Part time jobs Part time, weekend jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng
	East Rand Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.01 iki 2016.02
Company name	Norman Recruitment Agency
You were working at:	Other jobs
Occupation	Recruitment agent
What you did at this job position?	Meeting clients, filling and answering calls

Working period **nuo 2016.02 iki 2016.08**
 Company name TMK Projects Primary Co-operative LTD
 You were working at: Administrators
 Occupation Administrator
 What you did at this job position? Companies daily operations, filling, meeting clients and project management

Education

Educational period **nuo 2014.01 iki 2015.01**
 Degree Grade 12 / Matric
 Educational institution Daliwonga Secondary School
 Educational qualification Barchelor Certificate

Educational period **nuo 2015.06 iki 2015.12**
 Degree Certificate
 Educational institution Flavius Mareka TVET College
 Educational qualification N4 Engineering

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good
isiXhosa	good	good	good
Sesotho	very good	very good	very good
Setswana	good	good	good

Computer knowledge

Microsoft Office 2013 and Adobe software

Conferences, seminars

EY Nex Gen Leadership Camp 2013

Recommendations

Contact person Letika Diepson Tsotetsi
 Occupation Chief Operations Officer
 Company TMK Projects Primary Co-operative LTD
 Telephone number 0835464830
 Email address threelprojects@vodamail.co.za

Additional information

Your hobbies	Cooking, reading, writting short stories and Poems
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	3000 R per month