



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 |