



# Portia Gugulethu Nkabinde

Curriculum Vitae (CV)

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

As a qualified and dedicated technician in the civil engineering and building construction field. I am very interested in pursuing a career in your organization.

In 2010 I obtained my National Diploma in building and civil engineering from Tshwane South College, and furthered my studies at the University of South Africa (UNISA) in Advance Project Management course. My experiences includes working since 2008 at a government printing centre, constructing and renovating the building which included surveying. After working for a Landscaping and Construction company that was constructing an effluent plant at Aquarius mine in Rustenburg, and there after working for a roads and structural company in the Free State province (Kroonstad N1) upgrading the national route. I have attached my CV for more information about my work experiences. I quickly earned a reputation as a matured and responsible young person. I earned trust of the owner and was soon promoted to operate an International Roughness Index vehicle (IRI) which checked the elevation of the road.

I am known for my good communicational skills and planning, organizing and presentation skills. I am analytical and pays attention to details with creative, productive and problem solving abilities. Good in sharing meeting and compiling reports for any presentation. I value team work and try to motivate others to follow my example of professionalism and dedicated service

Preferred occupation                      site leveller surveyor  
Construction jobs

## Contacts and general information about me

Day of birth	1988-05-26 (36 years old)
Gender	Female
Residential location	Groblersdal Limpopo
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 2015.08 iki 2018.05**  
 Company name Hillary Construction  
 You were working at: Engineers  
 Occupation site leveller  
 What you did at this job position? • Prepare and maintain, sketches, maps, reports and legal description of surveys • Verify the accuracy of survey data, including measurements and calculations • Survey to establish legal boundaries for construction • Calculation of heights, depths, relative positions, property lines and roads • Prepare and supervise preparation of all Data, charts, plots, maps, and document related to surveys

Working period **nuo 2012.01 iki 2013.11**  
 Company name Bluesage landscapes  
 You were working at: Project managers  
 Occupation Assistant Manager/Health & Safety Representative  
 What you did at this job position? • Attend Site Meetings, Host Supervisor’s Meeting • Quality And Site Inspection, Create SED Monthly Reports • Quality, Health And Safety Of Employees • Write Monthly Reports, • Compile Monthly Preventative maintenance report • Update the MAXIMO software for GAUTRAIN

**Education**

Educational period **nuo 2007.02 iki 2010.12**  
 Degree Diploma  
 Educational institution Tshwane South College  
 Educational qualification Building and Civil Engineering  
 I could work Technician

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

**Computer knowledge**

microsoft office  
 windows  
 powerpoint  
 level master pro software

**Conferences, seminars**

Health and safety  
 mentor and mentee

## Recommendations

Contact person	Sipho Ngcobo
Occupation	survey manager
Company	Hillary Construction
Telephone number	0737400490 / 0761453323
Email address	nsipho14@yahoo.com

## Additional information

Your hobbies	sports drifting cooking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2009-08-00 (15 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month