



Khanyisile Nombulelo Mazibuko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a position in administration field. I am an experienced Management assistant with 2 years experience in administration and I am holding a National N Diploma in Management assistant.

I am a well organised and friendly person. I work restless to achieve my set goals and at work I use the same style to meet deadlines. With or without supervision I am able to work and accomplish my duties.

I take every piece of work high important to be always above the target. With my experience and vast knowledge in office work I am therefore ready for a new position.

- Preferred occupation
 - Filing clerk
Administrative jobs
 - Operations Clerk
Administrative jobs
 - Receptionist
Administrative jobs
 - Data capturers
Administrative jobs

- Preferred work location
 - Johannesburg
Gauteng
 - East Rand
Gauteng
 - Pretoria / Tshwane
Gauteng
 - Durban City
KwaZulu-Natal
 - Midlands
KwaZulu-Natal
 - Bloemfontein
Free State

Contacts and general information about me

Day of birth 1996-02-28 (28 years old)

| | |
|----------------------|---|
| 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 2017.04 iki 2018.11 |
| Company name | Mnambithi tvet College |
| You were working at: | Filing clerk |
| What you did at this job position? | Administer students events. Assist with students placement test and capture results. Organise inductions and orientation programmes. Assist with SRC matters. Prepare meeting agendas and attend meetings to capture minutes. Maintain and update filling.Fax,scan and email document. Compile reports. Handle incoming and outgoing mail. Answer and direct calls |
| Working period | nuo 2018.11 iki 2019.02 |
| Company name | EZakheni Defy Appliances |
| You were working at: | Administrators |
| Occupation | Distribution |
| What you did at this job position? | Capture POD'S on SAP. Capture transport invoices and check movement of stock. Compile daily and monthly reports. Assist with stock take. Capture daily supplier invoices. Answer and direct calls. Manage incoming and outgoing correspondence. Scan and achieve company highly important documents. |

Education

| | |
|---------------------------|----------------------------------|
| Educational period | nuo 2015.01 iki 2018.09 |
| Degree | Diploma |
| Educational institution | Mnambithi tvet College |
| Educational qualification | Management assistant Diploma |
| I could work | Office environment and reception |

Languages

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

Computer knowledge

Microsoft Outlook

PowerPoint presentation

Coltech

Basic SAP

Microsoft word
Recommendations

Microsoft excel
Contact person

Mrs AK Kunene

Occupation

Student Liaison officer

Company

Mnambithi tvet College

Telephone number

0833123692

Email address

Annamaria.kunene@kzntvet.edu.za

Contact person

Miss N Govender

Occupation

Distribution Admin superintendent

Company

EZakheni Defy Appliances

Telephone number

0366345384

Email address

Nivashni.govender@defy.com

Additional information

Your hobbies

Reading and doing exercises.

Driver licenses

None

Salary you wish

8000 R per month

How much do you earn now

00 R per month