



# Collin Mshayisa

Curriculum Vitae (CV)

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

I would like to work in an organization where I can use my qualifications in Business Administration and Training and Development. I aim to become the Administration Manager of a well-reputed organisation within 5-10 years. The job I am applying for is a good opportunity for me to work actively and productively in my field of expertise and apply my skills. My aim is to make a difference in my work-place through my contribution and to touch the lives of my co-workers through my positive attitude. I am a self-starter and have excellent interpersonal and conflict-management skills.

Preferred occupation	Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1990-05-16 (34 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 2019.02 iki 2019**

Company name Service Seta

You were working at: Administrators

Occupation Administrator

What you did at this job position? □ Processing applications for Industry Funded Learning Interventions, □ Drafting and issuing out Unfunded Service Seta Performance Agreements, □ Drafting and issuing out confirmation of registration letters for tax rebates and BEE scorecards for employers, Maintaining an up-to-date filing system, Data capturing, Face to face queries, Telephonic queries, Email queries, Booking venues for meetings, Chairing and facilitating meetings

Working period **nuo 2015.03 iki 2015.08**

Company name Sedibeng TVET College

You were working at: Administrators

Occupation Admin/Data Capturer

What you did at this job position? Transferring learner marks into a database system (Thusanang Learner Management System), Typing test papers and assignment briefs, Stakeholder engagement, Face to face queries, Email queries, Compiling minutes of meetings

### Education

Educational period **nuo 2015.02 iki 2018.11**

Degree Degree

Educational institution Vaal University of Technology

Educational qualification Business Administration

I could work Administration, Training and development, recruitment, project management, finance, marketing, public relations

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Afrikaans	good	very good	basic

### Computer knowledge

Advance knowledge of Microsoft programmers

### Conferences, seminars

ATR and WSP seminar

### Recommendations

Contact person	Gizelle
Occupation	Manager
Company	Service Seta
Telephone number	011 276 9677
Email address	GizelleH@serviceseta.org.za

### Additional information

Your hobbies	Photography, reading, cooking
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	5000 R per month