



Nkateko Mhlongo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am result driven and know I will be able to add value in the position of Information Technology or Administration Specialist. I am currently working at South32 - Wolvekrans Operation as a Data Capture in Isometrix and SAP. As a Data Capture I have improved on my Excel skills as well as my people skills. Some of my responsibilities include capturing and reconciling data as well as providing client support and attending to client queries. In the position as a IT and Administration Specialist I will be able to combine my academic knowledge as well as my practical experience in Public Management N6.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Data capturers Administrative jobs |
| | Developers IT, computing jobs |
| | Finance Internships Finance jobs |
| Preferred work location | Middelburg Mpumalanga |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1992-01-31 (32 years old) |
| Gender | Male |
| Residential location | Middelburg Mpumalanga |
| 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 2018.09 iki 2019.12 |
| Company name | South32 Mine - Wolvekrans Colliery |
| You were working at: | Other jobs |
| Occupation | Administration |
| What you did at this job position? | Data Capture |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2016.07 iki 2018.06 |
| Degree | Certificate |
| Educational institution | Westcol TVET College, DVG Media Training and Wolvekrans Colliery |
| Educational qualification | Public Management N6, IT System Development NQF Level 5 and Business Admin NQF Level 3 |
| I could work | Administration, Developer and Receptionist |

Languages

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

Computer knowledge

Microsoft Skills, SAP Skills, Isometrix Skills

Additional information

| | |
|--------------------------|-------------------|
| Salary you wish | 15000 R per month |
| How much do you earn now | 6500 R per month |