



# John Smangaliso Archibald Manzi

Curriculum Vitae (CV)

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

Data Capture or Administration.

Always punctual

I'm a hard worker.

Honest and reliable

Forward thinker

Adaptability to changes

Good in communication

Good leader

Problem solving

Face challenges

Work under pressure

Work as individual or group

Preferred occupation

Data capturers  
Administrative jobs

Administrators  
Administrative jobs

Preferred work location

Witbank  
Mpumalanga

## Contacts and general information about me

Day of birth 1970-06-15 (54 years old)

Gender Male

Residential location Witbank  
Mpumalanga

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2015.05 iki 2019.03**  
 Company name Randblat Site (PTY) LTD  
 You were working at: Generals  
 Occupation Scaffolding  
 What you did at this job position? Scaffolding Erector

Working period **nuo 1994.01 iki 2014.06**  
 Company name Independent Electoral Commission  
 You were working at: Supervisor  
 Occupation Warehouse Clerk  
 What you did at this job position? Receiving, counting, packing, distributing of materials

Working period **nuo 2004.02 iki 2006.03**  
 Company name Izodela Community Development Center  
 You were working at: Administrators  
 Occupation Administrator  
 What you did at this job position? Bookkeeping, arranging meetings, booking venues

Working period **nuo 2006.04 iki 2007.04**  
 Company name Muticon Construction  
 You were working at: Supervisor  
 Occupation Community Liaison Officer  
 What you did at this job position? Running the project

### Education

Educational period **nuo 1998.01 iki 2000.06**  
 Degree Diploma  
 Educational institution St Peters Seminary  
 Educational qualification Diploma in Philosophy  
 I could work Data Capture or Administration

### Languages

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

### Computer knowledge

Power Point

Internet

Ms Windows  
**Conferences, seminars**

Word Perfect

Capacity Building

Ms Excel

Team Building

Stock Control

First Aid 1 and 2

**Recommendations**

Contact person	Mrs Thandi Ngomane
Occupation	IEC EPC
Company	Independent Electoral Commission
Telephone number	072 490 0788 or 013 690 6710
Contact person	Mr Malose Thlako
Occupation	Supervisor
Company	Randblast Site
Telephone number	078 038 4390
Contact person	Mr Jerry Zwame
Occupation	Supervisor
Company	Muticon Construction
Telephone number	076 441 9975 or 072 213 0571

**Additional information**

Your hobbies	Reading Music Sharing Ideas Soccer Volleyball Netball Tennis Going to church
Driver licenses	None
Salary you wish	R11 000 R per month
How much do you earn now	R10 000 R per month