



# Itumeleng Ndabadime

Curriculum Vitae (CV)

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

Honestly, I possess all the skills and experience that you're looking for. I'm pretty confident that I am the best candidate for this job role. It's not just my background in the past projects, but also my people skills, which will be applicable in this position. On the other hand, I am a self motivated person and I try to exceed my superior's expectations with high-quality work. Being a fast learner, I quickly pick up business knowledge related to my project. Lastly, I would like to add that I work well both as an individual and also as a team member. Collectively, all these skills put together makes me a complete package for this job."

Preferred occupation Administrators  
Administrative jobs

Preferred work location North West

## Contacts and general information about me

Day of birth 1990-07-24 (33 years old)

Gender Female

Residential location Rustenburg  
North West

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 2015.10 iki 2020.06**

Company name NJR Projects

You were working at: Administrators

Occupation Site Administrator

## Education

Educational period **nuo 2009.06 iki 2011.12**  
 Degree Certificate  
 Educational institution MSC College  
 Educational qualification Skilled Certificate in Secretary  
 I could work Secretary, Administrator and Personal Assistant

Educational period **nuo 2018.02 iki 2018.12**  
 Degree Certificate  
 Educational institution Mancosa College  
 Educational qualification Higher Certificate in Project Management  
 I could work As a Project Manager or Project Administrator

Educational period **nuo 2019.06 iki dabar**  
 Degree Degree  
 Educational institution Regent Business College  
 Educational qualification Bachelor of Commerce in Supply Chain Management  
 I could work Procurement manager and Supply Chain Manager

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Tshivenda | fluent         | very good           | very good     |
| English   | very good      | very good           | very good     |
| Sepedi    | very good      | very good           | very good     |

**Recommendations**

Contact person Thapelo Shuping  
 Occupation Site Manager  
 Company NJR Project  
 Telephone number 060 700 7125  
 Email address thapelose@gmail.com

Contact person Mokhure Maila  
 Occupation HR Manager  
 Company NJR Projects  
 Telephone number 0119070068/060980667  
 Email address Mokhure@njrprojects.co.za

**Additional information**

Your hobbies Camping and Horse Ridding  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

|                          |                      |
|--------------------------|----------------------|
| Driver license from      | 2015-12-00 (8 years) |
| Salary you wish          | 18000 R per month    |
| How much do you earn now | 13000 R per month    |