



# Qaqamba Njengele

Curriculum Vitae (CV)

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

The kind of job that i want is Administration. because is the job that i know i can do and i have an experience for this job. 2016 to 2018, i was working at Department of Roads and Public works in Queenstown but it was the Learnership of 18 monthth. Is where i get the experience. My duties was:

- Verifying files from stores
- Receive bid documents
- Publish awards on all relevant medias
- Render support and assist on Demand and Acquisition
- Provide support on tender briefing session and prepare contracts to be signed
- Advertise tender on all media (CIDB,CSD and Tender bulletin) closing tender following all processes
- Receive and verify goods procured whether is at a right quality, quantity as per specification
- Issue out appointment letters to contractors and managing all infrastructure contracts

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1992-11-24 (33 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Additional information

Salary you wish	5000 R per month
How much do you earn now	2000 R per month