



# Connie Tirhani Maugugane Manganyi

Curriculum Vitae (CV)

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

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability, and experience allow me to deliver successful results for any organization in a range of administrative positions.

Please allow me to highlight my key skills:

- able to effectively manage my time through careful planning and organization of work activities
- an aptitude for identifying and resolving problems efficiently
- excellent communication skills that result in positive interpersonal relationships
- a track record of meeting deadlines and producing accurate work of a high standard
- proven ability to make sound decisions based on valid information
- the capacity to learn and apply new information quickly and accurately
- strong computer skills with proficiency in MS Office.

I am convinced that I can be an asset in any position requiring hard work, enthusiasm, and reliability and I look forward to hearing from you in the near future

Preferred occupation

Filing clerk  
Administrative jobs

Administrators  
Administrative jobs

Data capturers  
Administrative jobs

Call Centre agent  
Administrative jobs

Switchboard operator  
Administrative jobs

Customer care agent  
Administrative jobs

Secretaries  
Administrative jobs

Fisheries Biologists

	Farming, forestry, fishing jobs
	<b>Farmers</b> Farming, forestry, fishing jobs
	<b>Botanist</b> Farming, forestry, fishing jobs
Preferred work location	<b>East Rand</b> Gauteng
	<b>Johannesburg</b> Gauteng
	<b>Pretoria / Tshwane</b> Gauteng
	<b>Sedibeng</b> Gauteng
	<b>West Rand</b> Gauteng
	<b>Cape Town</b> Western Cape
	<b>Mankweng</b> Limpopo
	<b>Polokwane / Pietersburg</b> Limpopo
	<b>Other Limpopo</b> Limpopo
	<b>Durban City</b> KwaZulu-Natal

Contacts and general information about me	
Day of birth	1994-07-23 (29 years old)
Gender	Male
Residential location	<b>East Rand</b> 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 2020.01**

Company name Department of Agriculture, Forestry and Fisheries

You were working at: Fisheries Biologists

Occupation Environmental Officer intern: Aquaculture Technical Services

What you did at this job position? • Monitoring and evaluating Aquaculture Technical Services (ATS) projects. • Rendering technical advice and providing support in the implementation of legislation and aquaculture projects. • Facilitating compilation of the 2019/20 Aquaculture Yearbook and annual production data report. • Promoting environmental education and awareness. • Providing administrative support to the Directorate: ATS. • Complying with the Public Service Prescripts and ensuring compilation and submission of reports as required. • Providing support into the 2018/19 Aquaculture Yearbook write-up process, through drafting and editing.

### Education

Educational period **nuo 2018.01 iki 2018.12**

Degree Honours

Educational institution University of Limpopo

Educational qualification Bachelor of Science Honours in Aquaculture

I could work Administration, Fisheries, Farming, Research and General work

Educational period **nuo 2008.01 iki 2012.12**

Degree Grade 12 / Matric

Educational institution Makgoka High School

Educational qualification National Senior Certificate

I could work Administration, General Work and Data Capturing

### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	very good	very good	very good
Tshivenda	good	good	good

### Computer knowledge

Microsoft Office and SPSS

### Additional information

Your hobbies Reading, Hiking, Cooking and Gaming

Driver licenses

None

Salary you wish

12000 R per month