



Sakhile Victor Mavuso

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Sakhile Victor Mavuso Is A 23 Years Old Male, Holding An Honours Degree In a Field Of Public Administration.

I have An Experience in administrative duties, and worked as a clerk assistant. I have a skill in computer Microsoft Package. I have A good communication skill, problem solving skills and Good leadership.

As a dedicated human being and Ambitious, I am a hard working person who complete duty on a record time. As I future civil servant it is My duty and objective to serve the interest of the people.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1998-05-23 (27 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 2020.01 iki 2020.03
Company name	Malibongwe Primary School
You were working at:	Filing clerk
Occupation	Admin Assistant
What you did at this job position?	Administrative Duties Printing, Typing, Receiving Emails and Sending Email. Lastly Prepare Minutes of the meeting.

Working period	nuo 2020.12 iki 2021.04
Company name	Esinqeni Primary School
You were working at:	Teachers
Occupation	Educator Assistant
What you did at this job position?	Teaching Students, marking, invigilating, distribution of textbook, maintaining social distance Covid 19 rules.

Working period	nuo 2021.06 iki 2021.11
Company name	INDEPENDENT ELECTORAL COMMISSION
You were working at:	Academic officer
Occupation	Deputy Presiding officer
What you did at this job position?	Monitoring voting station, manage voting process, handle queries at the station.

Working period	nuo 2021.12 iki 2022.01
Company name	Bongani rainmaker logistics
You were working at:	QA
Occupation	Quality Controller
What you did at this job position?	Profiling students list, Requisition, and promotional schedules

Education

Educational period	nuo 2016.01 iki 2018.12
Degree	Degree
Educational institution	University of Zululand
Educational qualification	Public Administration
I could work	Yes.
Educational period	nuo 2019.01 iki 2019.12
Degree	Honours
Educational institution	University of Zululand
Educational qualification	Honours In Public Administration
I could work	Yes

Languages

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

Computer knowledge

Microsoft Package. Microsoft Word And PowerPoint. And Excel.

Conferences, seminars

Attended a conference at IEC Office to do Training on how voting process occurs. Also attended a training for teaching students.

Recommendations

Contact person Ms Msibi
Occupation Presiding Officer
Company IEC
Telephone number 0602805957

Contact person Mr Khumalo
Occupation Principal
Company Esinjeni Primary School
Telephone number 0824842460

Contact person Ms Mavuso
Occupation HR Officer
Company Bongani rainmaker logistics
Telephone number 0664845521
Email address buyi@rainmaker.co.za

Additional information

Your hobbies Reading
Football
Driver licenses None