



# Fezekile Mhlobo

Curriculum Vitae (CV)

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

I am looking administration jobs.

I have good communication and negotiation skills , a very well-bred discussant .I believe in self-determination and empowerment of young minds for academic excellence and outstanding personal development. Serving as a student representative in the University has taught me hard work every day to execute all the tasks entrusted to me in good faith and I have always delivered good results as a facilitator between the students and University management.

I can fluently speak isiXhosa and English good. Available and willing to relocate.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1996-12-10 (27 years old)

Gender    Male

Residential location                              Johannesburg  
Gauteng

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 2021.06 iki 2022.01**

Company name                                      WALTER SISULU UNIVERSITY

You were working at:                              Medical receptionist

Occupation    Reception Assistant

What you did at this job position?      Data capturer, filing, Write report

## Education

Educational period **nuo 2021.01 iki 2021.12**  
 Degree Honours  
 Educational institution WALTER SISULU UNIVERSITY  
 Educational qualification HONOURS OF BACHELOR OF ADMINISTRATION  
 I could work PUBLIC AND PRIVATE MINES

Educational period **nuo 2018.01 iki 2020.12**  
 Degree Degree  
 Educational institution WALTER SISULU UNIVERSITY  
 Educational qualification BACHELOR OF ADMINISTRATION  
 I could work ADMINISTRATIVE JOBS

Educational period **nuo 2015.01 iki 2017.12**  
 Degree Grade 12 / Matric  
 Educational institution NOZUKO SENIOR SECONDARY SCHOOL  
 Educational qualification NATIONAL SENIOR CERTIFICATE  
 I could work ANY JOB

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Setswana	basic	basic	basic

#### Computer knowledge

Able to use Microsoft excel, word and Power point, outlook

#### Conferences, seminars

Commerce and Administration it was 2020 on 5th of August.

#### Recommendations

Contact person PHYLIAS PASIKA  
 Occupation TEACHER  
 Company DEPARTMENT OF EDUCATION  
 Telephone number 078 732 4427  
 Email address ayabongapasika@gmail.com

Contact person	Dr.T.V.Mangxa
Occupation	Manager@ Health Department Walter Sisulu University
Company	HEALTH DEPARTMENT
Telephone number	047 502 2254/ 066 513 1010
Email address	tmangxa@wsu.ac.za

Contact person	Prof.S.Balkaran
Occupation	Lecturer@Walter Sisulu University
Company	WALTER SISULU UNIVERSITY
Telephone number	071 128 2104
Email address	sbalkaran@wsu.ac.za

#### **Additional information**

Your hobbies	Cooking, Soccer and Administrative books
Driver licenses	None
Salary you wish	R18 000 R per month
How much do you earn now	R0.00 R per month