



Thokozani Ngcobo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

SECURITY SUPERVISOR

INDUSTRIAL RELATION, TRAINING AND ADMIN OFFICER

SECURITY OFFICER

TRUCK DRIVER (C1 PDP)

SALES AGENT

Preferred occupation

Supervisors
Security jobs

Truck drivers
Driver jobs

Customer care agent
Administrative jobs

Taxi drivers
Driver jobs

Recruitment professional
Management, human resources jobs

Preferred work location

North Coast
KwaZulu-Natal

Johannesburg
Gauteng

Contacts and general information about me

Day of birth

1982-03-16 (42 years old)

Gender

Male

Residential location

North Coast
KwaZulu-Natal

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Work experience

Working period **nuo 2006.04 iki 2009.06**
 Company name NKOSINI INVESTMENT
 You were working at: Builders
 Occupation PROJECT MANAGER
 What you did at this job position? PLANNING, DO PROJECT BUDGET AND LEADING THE TEAM

Working period **nuo 2009.08 iki 2010.08**
 Company name OLD MUTUAL
 You were working at: Sales representative
 Occupation FINANCIAL ADVISER
 What you did at this job position? ASSISTING CLIENT WITH PERSONAL POLICY AND ADVICE THEM WITH INVESTMENT

Working period **nuo 2010.10 iki 2021.03**
 Company name SIBA MANAGEMENT (GMEF T/A KFC)
 You were working at: Restaurant managers
 Occupation HR/IR, RECRUITMENT, COMPLIANCE PAYROLL SKILLS DEVELOPMENT ADMIN AND PROPERTY DEVELOPMENT OFFICER
 What you did at this job position? LEADING THE TEAM AND SUPPORTING TEAM

Education

Educational period **nuo 2004.01 iki 2004.12**
 Degree Grade 12 / Matric
 Educational institution HIGH SCHOOL
 Educational qualification MATRIC
 I could work ANY WHERE

Educational period **nuo 2005.02 iki 2005.12**
 Degree Certificate
 Educational institution BERE A TECHNICAL COLLEGE
 Educational qualification ELECTRICAL
 I could work ELECTRICAL SUPPORT

Educational period **nuo 2021.08 iki 2021.12**
 Degree Certificate
 Educational institution PSIRA
 Educational qualification SECURITY GRADE E,D,C AND B
 I could work SECURITY SUPERVISOR

Languages

Language	Speaking level	Understanding level	Writing level
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English	good	good	good
isiZulu	good	good	good
isiXhosa	good	good	good
SiSwati	good	good	good

Computer knowledge

MACROSOFT WORD, EXCEL AND POWER POINT APPS AND PROGRAMING

Conferences, seminars

N/A

Recommendations

Contact person GRAHAM BANTTING
Occupation AREA MANAGER
Company SIBA MANAGEMENT (GMEF T/A KFC)
Telephone number 0712398930
Email address graham@gmekfc.co.za

Contact person THABILE DLUNGWANE
Occupation SUPERVISOR
Company OLD MUTUAL
Telephone number 0725535880
Email address thabile@oldmutual.co.za

Contact person VUSI NGCOBO
Occupation MANAGER
Company NKOSINI INVESTMENT
Telephone number 0710080504
Email address vusiNelson@outlook.com

Additional information

Your hobbies Hiring manager
I read your post advertised with great interest. I believe my experience aligns well with the skills you seek, I have worked as a payroll administrator, financial and maintenance coordinator with an integrity demanding organization for well over three years. After working as a human Resource Officer, I developed skills to demonstrate a deep level of compliance knowledge to ensure that all my services abide by requirements of ongoing network of compliance . My prior roles afforded me well rounded skill sets including results oriented approach, strong sense of urgency in all my responsibilities. Other skills include:
● Excellent Communication and confidence

- Problem Solving
- Customer Service
- Ability to organize and pay attention to details.

As an addition I consider myself a highly productive individual with solid work ethics. I Completed a Diploma in business management studies majoring in financial accounting and cost management. Please review my attached file for additional details.

Thank you for your consideration.

Sincerely

Thokozani Ngcobo

Driver licenses

C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from

2006-04-00 (18 years)

Salary you wish

8000 R per month