

# **Nhlakanipho Phiwayinkosi Majola**

## Curriculum Vitae (CV)

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

I am a dedicated person, I intend to maintain professionalism within the working environment. I'm fast learner motivated to ensure hard work in achieving the targeted goal. I'm compliant to rules and regulations within the organization.

Through my 1 year and 9 months experience in the public and private sector domain, working in different programmes and projects.

I am currently serving the eThekweni Municipality (Outreach Department) responsible for coordinating (Cooperative Education Programme - CEP). I facilitate the signing on of new graduates recruited for work experience, facilitating Work Integrated Learning where I'm responsible for placement of students who acquire in-service training to complete their qualifications.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Operations Clerk</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
Preferred work location	<b>Durban City</b> KwaZulu-Natal
	<b>Richards Bay</b> KwaZulu-Natal
	<b>North Suburbs</b> KwaZulu-Natal

## **Contacts and general information about me**

Day of birth	1995-12-29 (30 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
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	<b>nuo 2021.11 iki dabar</b>
Company name	EThekwini Municipality
You were working at:	Administrators
Occupation	Project Administrator
What you did at this job position?	Administrative work
Working period	<b>nuo 2020.09 iki 2021.10</b>
Company name	SAB (Pack n Stack)
You were working at:	Generals
Occupation	Merchandiser
What you did at this job position?	Stock up fridge, floor check and stock up, displays, stock rotation, check price compliance, auditing.

## Education

Educational period	<b>nuo 2015.02 iki 2018.11</b>
Degree	Degree
Educational institution	University of Zululand
Educational qualification	Bachelor of Arts in Development Studies
I could work	I could work in a public or private sector, at outreach department (project administration, principal clerk, project officer, clerk of works) or any department that work under the government legislation
Educational period	<b>nuo 2009.01 iki 2014.12</b>
Degree	Grade 12 / Matric
Educational institution	SibaniSakhe High School
Educational qualification	National Senior Certificate
I could work	General work, Labour, Driving sections

## Languages

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

## Computer knowledge

## Outlook

### Microsoft office: **Recommendations**

Microsoft Excel	
Contact person	Nokulunga Sibiya
Microsoft Word	
Occupation	Project Officer
PowerPoint	
Company	EThekwini Municipal Academy (Outreach)
Telephone number	031 311 3018/031 311 3192
Email address	nokulunga.sibiya@durban.gov.za

### **Additional information**

Your hobbies	Reading Jogging Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-02-00 (8 years)
Salary you wish	As per the job title grade R per month
How much do you earn now	Graded CEWE 3 R per month