



Ndhavuko Macheke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Reason 1. Respond to enquiries received from internal and external stakeholders. Capturing of documents and information, Provide secretarial support. Ensure effective flow of information and documents to and from the office. Ensure safekeeping of all documents in the office in line with relevant legislation and policies. Obtains inputs, collate and compiles report as required. File documents for the region and the unit. Obtain, analyze and collate information requested by the Board and Head Office. Collects and compiles all necessary documents for the Office
- Reason 2 – Issuing proof of residence, Issuing GK53 certificate, Registering new residential and business sites, Receiving internal and external calls, Printing, photocopying and faxing, Receiving and sending E-mails, Keeping residence files in order, Leave administration, termination, recruitment & appointments at HRM, Approval of business plans, Creation of new accounts, Filing of business, schools, churches, crèches, and sites, fills and Opening of new files, Application and approval of leaves, receiving of application for in-service training, booking of stadiums, community halls and play grounds.
- Reason 3- Interpersonal Skills, Leadership Skills, Computer Literate, Problem Solving, Team Work, Self Motivated and Ability to Work Independantly and Under Pressure.

Preferred occupation

Administrators

Administrative jobs

Car drivers

Driver jobs

Warehouse Manager

Retail, store jobs

Generals

General jobs

Pickers, packers

Labour jobs

Team leader

Management, human resources jobs

Miners

Mining jobs

Preferred work location

Pretoria / Tshwane

Gauteng

East Rand
Gauteng

Johannesburg
Gauteng

Contacts and general information about me

Day of birth	1991-02-22 (33 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

Additional information

Salary you wish	8000 R per month
How much do you earn now	None R per month