



# 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 (34 years old)   |
| Gender               | Male  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### Additional information

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