



# Mlungisi Emmanuel Nkosi

Curriculum Vitae (CV)

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

Ambitious individual offering in-depth knowledge on legal and office support work fields. Excels at prioritizing completing tasks and ascertaining future needs. A determined and focused individual that expertly assists companies as stated in the information on this profile

Preferred occupation

**Paralegals**

Law, legal jobs

**Administrators**

Administrative jobs

**Truck drivers**

Driver jobs

**Government jobs**

Government jobs

Preferred work location

**Johannesburg**

Gauteng

**Middelburg**

Mpumalanga

**Witbank**

Mpumalanga

## Contacts and general information about me

Day of birth

2003-02-01 (21 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 2021.03 iki 2021.11**

Company name Xulu Makhatini Consultants

You were working at: Lawyers

Occupation Paralegal/Admin Assistant

What you did at this job position? As an admin assistants I played an important role in organizing, managing, and keeping the office running. As a paralegal I was responsible for managing and filing the legal documents of the company, and for drafting legal documents and reports of all kinds.

Working period **nuo 2021.11 iki 2022.06**

Company name Van Deventer and Campher

You were working at: Lawyers

Occupation Paralegal

What you did at this job position? As a paralegal I was responsible for managing and filing the legal documents of the company, and for drafting legal documents and reports of all kinds.

#### Education

Educational period **nuo 2021.02 iki 2022.02**

Degree Diploma

Educational institution XMC School Of Paralegal

Educational qualification Paralegal NQF L5

I could work As a Paralegal, Legal Assistant/Secretary, Admin Assistant, Legal Personal Assistant.

#### Languages

Language	Speaking level	Understanding level	Writing level
SiSwati	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Afrikaans	very good	very good	good
Sepedi	very good	very good	basic

#### Computer knowledge

Programming.

MS Excel.

MS Word.

Outlook.

MS Database.

Typing.

### Recommendations

Email communications.

Contact person

Constance Simbine

Creating and managing spreadsheets.

Occupation

Assistant Manager

Using databases.

Company

Xulu Makhatini Consultants

Working with word processing documents.

Telephone number

+27761701104

Online research.

Email address

admin@xulumakhatini.co.za

Image editing.

### Additional information

Your hobbies

Blogging.

Photography.

Arts and crafts.

Journaling.

Basketball.

Cooking.

Driver licenses

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

Driver license from

2021-06-00 (2 years)

Salary you wish

R10000 R per month

How much do you earn now

R7000 R per month