



# Mombongo Mrwebi

Curriculum Vitae (CV)

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

I am Mombongo Mrwebi an undergraduate for Diploma in Administrative Information Management with credit of 360 at Tshwane University of Technology in main campus. I am about to graduate on 25 October 2023

I here by forward my application for any position related to call center management, Administrative management and Human Resources Development, and any other respective positions. I have worked as Student Admin Assistant in the directorate of Academic Excellence office at Tshwane University of Technology. My personal attributes is that I am a hard worker meeting deadlines and I can work independently and with a team.

Working as a Student Admin Assistant helped me to overcome different barriers and resolve issues for student who had issues academically by providing academic coaching, academic success strategies.

Furthermore I had been working at Head office of Department of Correctional Service (Pretoria) at the chief Directorate Human Resource Development in the Directorate of Policy and External Training as an Intern assisting at Directors office.

Working as an Assistant in Directors office helped me to have knowledge of government Administration, knowledge of Public service prescripts and ethics in Public service, we also had to work long hours planning and organising the project. I was creating memorandum for External training and handling the in and out going email along with telephone techniques. Keeping records of payments processed on a daily basis. Handling the internal and external bursary holders and their information by typing confidential documents.

My flexibility and desire to explore more in various fields. I wish to be offered an opportunity for an interview to further engage with the panel, I am available at anytime as per arrangement.

Preferred occupation

Administrators  
Administrative jobs

Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	Kimberley Northern Cape
	Durban City KwaZulu-Natal

#### Contacts and general information about me

Day of birth	2000-10-27 (25 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2022.01 iki 2022.12</b>
Company name	Tshwane University of Technology
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Handling in and out going email with Telephone techniques, assisting Students Academically by providing support, drafting Report checks the attendance of the students workshops.
Working period	<b>nuo 2023.01 iki 2023.06</b>
Company name	Head office of Department of Correctional Service
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Creating memorandum, Assisting in Capturing kilometer claims on LOGIS system for Director and submit to finance office for payment process, duty register clerk, Drafting Sundry Payment, Update monthly expenditure report on bursary, Draft report for all the Regions

#### Education

Educational period	<b>nuo 2020.01 iki 2023.06</b>
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Diploma in Administration Information Management
I could work	Receptionist, call center, clerk, Hr, Administrator

Educational period **nuo 2023.01 iki 2023.06**  
 Degree Professional Qualification  
 Educational institution National School of Government  
 Educational qualification Ethics of internal Auditors  
 I could work Auditor, Finance Administrator

Educational period **nuo 2023.01 iki 2023.06**  
 Degree Professional Qualification  
 Educational institution National School of Government  
 Educational qualification Introduction to Project Management  
 I could work Project Management assistant, Project Administrator

Educational period **nuo 2023.01 iki 2023.06**  
 Degree Professional Qualification  
 Educational institution National School of Government  
 Educational qualification Generally Recognised Accounting Practice in Annual Financial and Consolidated Reporting  
 I could work Finance Administrator

Educational period **nuo 2021.01 iki 2021.06**  
 Degree Professional Qualification  
 Educational institution ARTEM Training skills Development Solutions  
 Educational qualification Basic Payroll and Tax Administration  
 I could work Payroll and Administrator

#### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
English	very good	very good	very good
Sesotho	good	good	basic

#### Computer knowledge

Microsoft Excel, Microsoft Power Point, Microsoft Word, Microsoft Project, Microsoft Access, Microsoft Sharepoint and Microsoft Outlook, Adobe

#### Additional information

Your hobbies  
 Reading  
 Playing netball  
 Listen news  
 Going to church  
 Cooking and

	Cleaning
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	5000 R per month