



Promise Ntethelelo Ngema

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a hard worker, and a team player. I can work with a team yet I can also work on my own and achieve positive results while meeting deadlines. I have administrative skills, responsible and executive in terms of tasks at hand.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1992-07-30 (33 years old)
Gender	Male
Residential location	Midlands KwaZulu-Natal
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

Work experience

Working period	nuo 2018.06 iki 2022.05
Company name	Cooperative Governance and Traditional Affairs, KZN
Occupation	Administrative Clerk
What you did at this job position?	Providing administrative support to senior town planning professionals as well as engineering professionals. Prepare meetings and provide support during meetings through recording of minutes and circulation of agenda and other supporting documents. Prepare travel administration for the team members, including booking transport, accommodation, meals and flights for meetings to be held outside the city.

Education

Educational period **nuo 2014.01 iki 2016.12**
 Degree Diploma
 Educational institution Durban University of Technology
 Educational qualification National Diploma in Public Management (Administration)
 I could work I could work as Administration Clerk or as a Secretary

Educational period **nuo 2017.01 iki 2017.12**
 Degree Degree
 Educational institution Durban University of Technology
 Educational qualification Bachelor of Technology in Public Management (Administration)
 I could work Admin officer

Educational period **nuo 2020.01 iki 2021.12**
 Degree Honours
 Educational institution University of the Free State
 Educational qualification Bachelor of Spatial Planning Honours
 I could work As a Facilities officer

Languages

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

Computer knowledge

Microsoft Package Certificates:

Microsoft Word 2016 both Level 1 and Level 2

Microsoft Excel 2016 both Level 1 and Level 2

Knowledge of:

Microsoft Package (Word, Excel, PowerPoint, Access, Projects and Outlook).

Social Media exposure:

Facebook, TikTok, WhatsApp, LinkedIn

Email:

Gmail

Conferences, seminars

N/A

Additional information

Your hobbies	Reading and watching news
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-09-00 (7 years)
Salary you wish	R8000- R10000 R per month
How much do you earn now	R6000 R per month