



Nkosikho Anele Mpela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for administration job , as I have completed my office Administration studies and public Management N5 which makes me suitable for that kind of work,I also have experience in admin since I have worked as a Educator in my previous employment, I am also looking for a driver employment as I have done my code 14 drivers license and been driving for more than 2 years using my driver's license.

I have experience in retail as I have worked at retail store for more than 5years as a general Worker started as a parker and handled receiving stock and maintenance of storeroom.

I am a fast learner and a very excellent team worker.

I work well under pressure and able to meet setted targets.

I am a problem solver and I work well both supervised and unsupervised.

I have very good communication skill and leadership skills.

Time management is most important to me

Preferred occupation Data capturers
Administrative jobs

Car drivers
Driver jobs

Shop assistants
Retail, store jobs

Preferred work location East Rand
Gauteng

Bloemfontein
Free State

Contacts and general information about me

Day of birth	1991-06-26 (34 years old)
Gender	Male
Residential location	East Rand 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

Work experience

Working period **nuo 2011.10 iki 2017.06**
 Company name Pick n Pay Supermarket
 You were working at: Store person
 Occupation Shop assistant
 What you did at this job position? Storeman, shelf parker, perishable assistant, fruit and veg assistant

Working period **nuo 2020.06 iki 2021.03**
 Company name Department of Health
 You were working at: Housekeeper
 Occupation Community health Worker
 What you did at this job position? Cleaning, admin assistant, work shop assistant

Working period **nuo 2021.11 iki 2022.08**
 Company name Gauteng Department of Education
 You were working at: Teacher
 Occupation Educator assistant
 What you did at this job position? Helping the teacher with admin work, assisting leaners with their school work, assistant in sport coaching and training, assistant in arts and culture activities

Working period **nuo 2022.09 iki 2023.12**
 Company name Laerskool Elsburg Primary
 You were working at: Teacher
 Occupation Physical Educator
 What you did at this job position? Teaching leaners games, training them sport, training them arts and culture (language and literature) organize events

Education

Educational period **nuo 2016.01 iki 2018.12**
 Degree Grade 12 / Matric
 Educational institution Ikhala Tvet College
 Educational qualification Office Administration
 I could work With computer, I can do all admin jobs, organize, planning, filing, bookings, data capturing

Educational period **nuo 2019.01 iki 2019.12**
 Degree Certificate
 Educational institution Ikhala Tvet College
 Educational qualification Public Management N5
 I could work Management, executive Admin

Languages

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

Computer knowledge

Microsoft office 2013

-Office Data processing

Computer Practice

-data capturing (type 38 words per min)

- adobe ,

- Ms Office

- windows

-Photoshop

Conferences, seminars

I have arranged and organized debate tournament which was done via streaming during September between MEL international primary school and Laerskool Elsburg Primary.

Recommendations

Contact person	Mr Van Reinsburg
Occupation	Principal
Company	Laerskool Elsburg Primary
Telephone number	0118275613
Contact person	Andiswa Kakaza
Occupation	Educator
Company	Department of Education
Telephone number	0672055360
Contact person	Mr Salman
Occupation	HR Clerk
Company	Joe Gqabi district department of health
Telephone number	0516337700

Additional information

Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg, EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	2022-05-00 (3 years)
Salary you wish	10000 R per month
How much do you earn now	11330 R per month