



# Nqobile Biyela

Curriculum Vitae (CV)

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

My name is Nqobile Biyela I'm 25 years of age. I studied at Coastal kzn Tvet college where I obtained National N Diploma in Management Assistant. I'm still furthering my studies at University of South Africa where I'm currently studying National Diploma in Corrections Management and its my biggest wish to further it with Degree in Criminology.

I worked previously as an Assistant Admin Clerk at Khalipha Senior primary School in Durban where I was more exposed to working environment with educators. I lean more skills like Communication skills how to be professional in a work place, working with different personalities, handler different clients, efficiency, working in a pressure I also learn how to use Micro soft Excel, word, PowerPoint, publisher. I also learn how to use printing machine, faxing emailing. I was also dealing with SA-SAMS the system that make the school to operate smoothly. I'm looking of a job that will encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately.

I also got the opportunity to reflect my self in a different career path where i was enrolled in a programme Education Assistant. On 2022 October I was appointed as an Intern in Department of Education on District level. I started on Recruitment and Selection Section where i was dealing with Recruitment, selection, and deployment of educators. Appointment of temporary and substitute educators, Implanting of PPN and School grading. Verifying of qualification.

Preferred occupation

**Administrators**

Administrative jobs

**Generals**

General jobs

**Government jobs**

Government jobs

**Jobs abroad**

Jobs abroad

Preferred work location

**Durban City**

KwaZulu-Natal

**Pretoria / Tshwane**

Gauteng

South Coast (Ugu)  
KwaZulu-Natal

Cape Town  
Western Cape

### Contacts and general information about me

Day of birth	1999-01-29 (26 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2019.08 iki 2021.02</b>
Company name	Khalipha senior Primary
You were working at:	Receptionist
What you did at this job position?	I receive calls, I manage the diary of the manager. Dealing with photocopying, faxing scanning writing minutes.
Working period	<b>nuo 2021.11 iki 2022.08</b>
Company name	Thengisangaye Primary School
You were working at:	Trainers
Working period	<b>nuo 2022.10 iki 2024.09</b>
Company name	Department Of Education
You were working at:	Administrators
What you did at this job position?	Recruitment,selection and deployment of educators. Appointment of temporary and substitute educators. Implementation of ppn and school grading.Verification of qualification in respect of appointment. Create and maintain control database for advertised vacancies. Verifying existing vacant posts and obtain approval to advertise. Drafting circulars for advertisement of vacant posts. Recognition and verification of qualification. Payment of different allowances. Updating personnel information according to transaction made. Preparing docketts for educators using Microsoft excel for appointment ECD and volunteer cleaner. Adjustments of salary notches for educators. Submitting qualification to SAQA for verification. Printing payslip for educators.Creating persal numbers for newly appointed educators. Processing all types of allowances.i.e Sunday claim, overtime, and holiday

### Education

Educational period	nuo 2017.01 iki 2017.12
Degree	Grade 12 / Matric
Educational institution	King Bhhekuzulu high School
Educational qualification	National Senior Certificate

Educational period	<b>nuo 2018.01 iki 2022.08</b>
Degree	Diploma
Educational institution	Coastal Kzn tvet College
Educational qualification	Management Assistant

## Languages

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

## Computer knowledge

## Micro soft outlook

Micro soft Word

Micro Soft excel

PUBLISHER

POWERPOINT

## Conferences, seminars

I ATTENDED PERSAL INTRODUCTION COURSE -2024/01/15

I ALSO HAVE CERTIFICATE IN ETHICS IN THE PUBLIC SERVICE -2022/12/08

I ALSO HAVE CERTIFICATE IN WRITING FOR GOVERNMENT: BASIC WRITING SKILLS -2024/12/13

## Recommendations

Contact person	ZP KUMALO
Occupation	ADMIN CLERCK
Company	KHALIPHA SENIOR PRIMARY
Telephone number	082547406

Contact person	A.F MFEKA
Occupation	principal
Company	thengisangaye
Telephone number	0822474660

### Additional information

Your hobbies i love reading book

Driver licenses

I love cooking

Salary you wish

None

How much do you earn now

R25000 R per month

R7000 R per month