



Thabo Vincent Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration clerk/officer successful at delivering vital clerical support to internal teams and clients. Demonstrated abilities in analytical problem solving and talent for boosting operational efficiency. Proven track record of maintaining efficient office administration. Highly efficient planning, problem-solving, and communication skills. Computer-literate professional adapt quickly to new software and programs. Bringing strong written and verbal communication skills and proficiency in record keeping. Dedicated administrative professional with successful experience in fast paced office environment. Hard working team player with expertise in completing various clerical tasks and offering staff support. Professional when working with little or no supervision. Hardworking and passionate job seeker with strong organizational skills eager to secure a permanent position. Ready to help team achieve organizational goals. Organized and dependable candidate successful at managing multiple tasks with a positive attitude.

Preferred occupation

Administrators

Administrative jobs

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Preferred work location

Embalenhle

Mpumalanga

Hendrina

Mpumalanga

eMakhazeni / Belfast

Mpumalanga

Mbombela / Nelspruit

Mpumalanga

Piet Retief
Mpumalanga

Ermelo
Mpumalanga

Standerton
Mpumalanga

Pretoria / Tshwane
Gauteng

East Rand
Gauteng

West Rand
Gauteng

Contacts and general information about me

Day of birth	1995-11-03 (30 years old)
Gender	Male
Residential location	Pretoria / Tshwane 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 2023.03 iki 2023.12
Company name	Bronkhorstspuit Hospital
You were working at:	Administrators
Occupation	Intern
What you did at this job position?	Retrieve and Filling patients files after capturing them on the system
Company name	Department of Higher Education and Training(Mpumalanga CET College)
You were working at:	Administrators
Occupation	Intern
What you did at this job position?	CORPORATE INTERN Prepare application for submission to head office. Basic HR admin office work. Knowledge & understanding of PERSAL SYSTEM. Condition of service (Housing, pension, leave, Acting Allowances & Recruitment) Payroll Management and Records Management. Capture Terminations, leaves and qualifications on Persal System. Capture and Track pension cases progress on PCM (Pension Case Management) System. Administer electronic payslip and IRP5 for all Lectures. Maintaining & managing the filling room and the electronic filling system(Global search & NGN system) Prepare and submit weekly itinerary for the Deputy Principal. Prepare and submit monthly petrol claims for the Deputy Principal. Prepare and submit monthly reports to DHET

Education

Educational period	nuo 2018.01 iki 2022.04
Degree	Diploma
Educational institution	Tshwane University Of Technology
Educational qualification	National Diploma in Public Management
Educational period	nuo 2010.01 iki 2015.12
Degree	Grade 12 / Matric
Educational institution	Dan Kutumela Secondary School
Educational qualification	Grade 12

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
isiZulu	very good	very good	very good
Sepedi	basic	good	basic
SiSwati	good	good	basic
isiNdebele	good	good	do not know

Recommendations

Contact person	Mohlamonyane Lucas
Occupation	Deputy Principal Corporate Services
Company	Mpumalanga CET College
Telephone number	0845816762
Email address	ldmohlamonyane@gmail.com

Additional information

Salary you wish	22000 R per month
How much do you earn now	7000 R per month