



Mlondi Prince Shazi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A highly proficient and dedicated Public Management professional with 3 years of progressive experience in administration and clerical support from contract roles at the Department of Education and EThekweni Municipality. I am actively seeking permanent or contract employment within administration, supply chain management, or public financial management sectors in key roles such as Administration Clerk/Officer, Principal Clerk, Procurement Officer, Supply Chain Management Administrator, Financial Administration Clerk, or Budget Assistant.

My operational experience includes successfully maintaining and updating over 2,000 learner admission records, handling high-volume customer service (resolving up to 100+ weekly inquiries and 50+ daily queries), and achieving operational excellence by introducing a structured filing system that reduced document retrieval time by 20% and improving admission processing efficiency by 15%.

I am proficient in MS Office packages and have specific knowledge of ERP and SAP. Furthermore, I possess a strong understanding of the legislative framework, including PFMA, MFMA, and SCM prescripts. I offer strong core competencies like client orientation, problem-solving, attention to detail, and confidentiality. I hold a Code 10/C1 driver's license, and I am available as soon as possible and willing to relocate.

Preferred occupation

Government jobs

Government jobs

Administrators

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Data capturers

Administrative jobs

Car drivers

Driver jobs

	Procurement officer Finance jobs
	Finance officer Finance jobs
	Academic officer Management, human resources jobs
	Front Desk Agent Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	2000-02-10 (25 years old)
Gender	Male
Residential location	Durban City 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 2023.08 iki 2025.07
Company name	Department of Education
You were working at:	Government jobs
Occupation	Administration Clerk: Support Services
What you did at this job position?	<ul style="list-style-type: none"> • Responded to 100+ weekly inquiries via telephone and email, ensuring timely and accurate communication. • Engaged with stakeholders (circuit managers, principals, clients) to resolve concerns and escalate issues appropriately. • Maintained, filed, and updated departmental records for over 2 000 learner admission applications, ensuring easy retrieval and compliance with records management standards. • Ensured secure storage of confidential documents in the strong room, complying with departmental regulations. • Processed new admission applications with precision, verifying documents and updating databases. • Managed matriculation scripts, ensuring error-free handling and timely submissions. • Operated and maintained office equipment (fax machines, printers, photocopiers). • Assisted with help-desk services, supported workshops, and performed receptionist duties when required. <p>Designation Achievements:</p> <ul style="list-style-type: none"> ■ Introduced a structured filling and indexing system that reduced document retrieval time by 20%. ■ Ensured 100% compliance with departmental confidentiality requirements during exam material handling. ■ Consistently met service turnaround times, contributing to a 15% improvement in admission processing efficiency.

Working period	nuo 2022.03 iki 2023.02
Company name	EThekweni Municipality
You were working at:	Government jobs
Occupation	Principal Clerk: Intern (Customer Service)
What you did at this job position?	<ul style="list-style-type: none"> • Addressed and resolved customer queries and complaints daily, providing accurate information on municipal services. • Processed vending permits and business licenses, ensuring compliance with Business Licensing Act. • Maintained accurate and up-to-date records, completing the transactional management register daily. • Supported supervisor with clerical and administrative tasks, contributing to smooth office operations. • Assisted with compliance checks and ensured all transactions adhered to municipal policies. <p>Designation Achievements:</p> <ul style="list-style-type: none"> ■ Reduced license processing times by 10% through improved workflow coordination. ■ Recognized for handling high call volumes (50+ daily queries) while maintaining service quality. ■ Enhanced customer satisfaction by ensuring accurate, same-day resolution for most municipal service requests.

Education

Educational period	nuo 2020.01 iki 2022.12
Degree	Diploma
Educational institution	Mangosuthu University of Technology
Educational qualification	Public Management
I could work	Administration Professionals Vacancies
Educational period	nuo 2019.01 iki 2019.12
Degree	Grade 12 / Matric
Educational institution	Mthusi High School
Educational qualification	National Senior Certificate
I could work	General Occupations

Languages

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

Computer knowledge

Excellent computer literacy skills, with proficiency in MS Office packages, Google Workspace and data analysis and reporting. Ability to utilise computer systems such as ERP, SAP, and for record-keeping, operate office equipment, and multitask with technology. Self-taught Adobe Photoshop software.

Conferences, seminars

Not Applicable

Recommendations

Contact person	Minenhle Phamotse
Occupation	Senior Administration Clerk
Company	Department of Education
Telephone number	0396888729
Email address	minenhle.phamotse@kzndoe.gov.za

Additional information

Your hobbies	In my spare time, I provide online services from home using my personal gadgets, offering transferable internet cafe-type services in a digital format. These services include creating documents such as CVs and cover letters, graphic design, and other related tasks that can be completed remotely and delivered electronically.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-06-00 (3 years)