



Samukelisiwe Ignatia Hlengwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a stable role where I can contribute my experience in groundskeeping, administrative support, and clerical work. I am open to positions in maintenance, administrative assistance, EPWP programs, or general worker roles, either on-site or remote, where I can apply my skills, grow professionally, and make a positive contribution to the team.

Preferred occupation Administrators
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth	1982-09-17 (43 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 2025.04**

Company name City of Capetown

You were working at: Dispatchers

Occupation EPWP Clerk

What you did at this job position? Performs general clerical duties and renders support to specific function area Creating/closing work orders and C3/N2 Notifications Drawing report on C3 Notification Capturing recording transactional information on SAP Checking the accuracy of details recorded on transactional documentation and updating work in progress. Information/data on specific applications system of the Department Filling completed work orders in alpha-numerical or chronological sequence and retrieving files/folders on request. Issuing tools, PPE and Refreshments for the staff. Managing the timesheet for EPWP/ Book them on SAP System. Co-ordinator Fleet for vehicle, Machinery plants in Depot. Rerouting notifications to other Departments Stock controlling. Creating M7 for Fleet notification and follow up with fleet for repairs Keep up-to-date records of driver information, permits, and certifications Track fuel usage, mileage, and expenses to ensure cost efficiency. Coordinate vehicle usage and assign vehicles to staff/drivers as needed. Monitor and schedule regular maintenance and repairs for all vehicles. Attending to the switchboard making and receiving telephonic calls recording and forwarding to the specific personnel for attention Responding to the specific complaints received and providing information to support feedback. Support staff by Copying, Scanning, laminating and binding. Attending to filling of documents in alpha numerical sequences.

Working period **nuo 2022.11 iki dabar**

Company name City of Capetown

You were working at: Data capturers

Occupation EPWP Clerk

What you did at this job position? Scanning of documents for digitizing project Capturing of documents Metadata General admin functions Making copies Emails correspondence Answering telephone Finding

Working period **nuo 2015.09 iki 2019.01**

Company name Umzokhulayo Primary school

You were working at: Online data processor

Occupation Admin Clerk and Library Assistant Learnership

What you did at this job position? Filling of Documents, Scanning and emailing Capture learners marks and printing reports Drafting minutes and Agenda Checking and maintain school stationery Distribution of stationery to all school grades Keep the equipments safe and locked educator Duty laod Typing of school outgoing correspondence and Photocopying Fundraising for school activities and events school events co-ordinator Stock taking and checking of school delivery Attend the visitors to the office. Library assistant (Learnership Programme) Umzokhulayo Primary School - KwaZulu-Natal September 2015 to November 2017 Promote a reading skills Organizing the School library events Shelving and shelf reading Cataloguing Data capturing Helping students find resources Mending of books and covering Updating the Library events Library statistics

Education

Educational period **nuo 2012.11 iki 2023.07**

Degree Grade 12 / Matric

Educational institution Sibambanezulu High school

Educational qualification Matric

I could work Yes

Languages

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

Computer knowledge

Data capturing / document scanning and filing

Library & Administration Tools:

Metadata entry for digital files

Cataloguing and record management systems

Basic internet research and information retrieval

Other Skills:

Typing and basic document formatting

Scanning, photocopying, and digital archiving

Quick learner of new software and systems

Microsoft Word – creating, editing, formatting documents
Conferences, seminars

SAP HR Time Administration Workshop – City of Cape Town, September 2024
Microsoft Excel – basic data entry, spreadsheets, tables, calculations
Learned to manage work orders, timesheets, and attendance in SAP.

Microsoft PowerPoint – making presentations
Conflict Management Programme – Work Skills Resources, Cape Town, August 2024

Developed skills to interpret and manage conflicts effectively in the workplace.
Email correspondence – sending, receiving, organizing emails

First Aid & Basic Life Support Training – HE & SHE Driver Training Centre, April 2024
Specialized Systems:
Gained skills in emergency response and basic health support.

SAP – work orders, transactional data, fleet and timesheet management
Additional information

Your hobbies

Reading & Learning – Enjoy discovering new ideas and improving skills.
Gardening / Groundskeeping – Love working outdoors and taking care of plants.
Volunteering / Community Service – Helping others and making a difference.
Fitness / Walking / Yoga – Keeping physically and mentally healthy.
Cooking / Baking – Creative and detail-oriented hobby.
Digital Skills & Technology – Exploring computer programs, learning new software.
Organizing Events / Activities – Planning and coordinating school or community events.

Driver licenses

B Light Vehicle \leq 3,500kg

Driver license from

2021-11-00 (4 years)

Salary you wish

6000 R per month