



# Mandla Mayela

Curriculum Vitae (CV)

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

I am looking for a Driver position.

I consider myself to be a committed and hardworking individual who possesses excellent communication and interpersonal skills. I am particularly helpful, ambitious and self-motivated and have the ability to plan well and work according to required goals and deadlines. I enjoy taking on new challenges and have the ability to handle pressure without any lack of enthusiasm. I believe I am essentially organized, structured and methodical by nature and present professionalism in my conduct at all times. My strong problem solving abilities as well as my accuracy and attention to detail skills ensures that I efficiently and effectively complete tasks on time.

Preferred occupation

Car drivers

Driver jobs

Generals

General jobs

Electricians

Construction jobs

Preferred work location

Pretoria / Tshwane

Gauteng

## Contacts and general information about me

Day of birth

1970-09-28 (53 years old)

Gender

Male

Residential location

Pretoria / Tshwane

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 1997.01 iki 1997.06**  
 Company name Top Cd  
 You were working at: Shop assistants  
 Occupation Customer Service  
 What you did at this job position? • Answering all telephone calls from customers and assist customers that came in the shop

Working period **nuo 1999.01 iki 1999.11**  
 Company name McCarthy Mercedes Benz  
 You were working at: Administrators  
 Occupation Admin Assistant  
 What you did at this job position? Filling and answering incoming calls

Working period **nuo 1994.01 iki 1996.10**  
 Company name Shutterprufe  
 You were working at: Auto mechanics  
 Occupation Product inspector  
 What you did at this job position? • Glass inspections

Working period **nuo 2001.01 iki 2003.10**  
 Company name IPES-Utility Management Services  
 You were working at: Car drivers  
 Occupation Driver  
 What you did at this job position? Collection and distribution of documents and parcels

Working period **nuo 2003.11 iki 2008.12**  
 Company name IPES-Utility Management Services  
 You were working at: Electricians  
 Occupation Quality control inspector  
 What you did at this job position? • Checking connection statuses and record and acts of tampering. Doing metre readings

Working period **nuo 2008.12 iki 2010.12**  
 Company name IPES-Utility Management Services  
 You were working at: Electricians  
 Occupation Field Actions Coordinator  
 What you did at this job position? • Submitting reports for field actions, quality control to management

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2017.03 iki 2017.06</b>                                |
| Company name                       | Rixi Taxis  |
| You were working at:               | Car drivers   |
| Occupation                         | Driver  |
| What you did at this job position? | • Collection and dropping off clients at desired destinations |

### Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 1989.01 iki 1989.12</b>                                     |
| Degree                    | Grade 11   |
| Educational institution   | Jafta Mahlangu High School   |
| Educational qualification | High School  |
| I could work              | N/A  |
| Educational period        | <b>nuo 1991.08 iki 1991.11</b>                                     |
| Degree                    | Certificate  |
| Educational institution   | ITTC Information Technology  |
| Educational qualification | Introduction to computers  |
| I could work              | N/A  |
| Educational period        | <b>nuo 1993.09 iki 1993.12</b>                                     |
| Degree                    | Certificate  |
| Educational institution   | City of Tshwane  |
| Educational qualification | Disconnection & Reconnection of electricity and Electricity Safety |
| I could work              | N/A  |

### Languages

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

### Computer knowledge

Good Computer Skills: MS Outlook –Intermediate  
 MS Word- Intermediate  
 MS Excel- Intermediate

### Conferences, seminars

n/a

### Additional information

|                          |  |
|--------------------------|--|
| Your hobbies             | I enjoy being in the outdoors, reading and spending time with my family while watching movies. |
| Driver licenses          | EB Articulated Light Vehicle ≤ 3,500kg   |
| Driver license from      | 2017-05-00 (7 years)   |
| Salary you wish          | 8000 R per month   |
| How much do you earn now | 0.00 R per month   |