



# Nokulunga Duma

Curriculum Vitae (CV)

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

Dear Sir/Madam

I hereby apply for the available position. Please find my curriculum vitae, my ID and my academic record hereby attached.

The nature of my qualifications has prepared me for this position. I have studied Mechanical Engineering and have obtained N5 with the Supervisory Management of N4 and N5 and also have improved my knowledge by studying and completing Project Management in 2015 through UNISA and currently studying Total Quality Management (TQM). I have completed a 3 year apprenticeship and have qualified as a Mechanical Fitter (Artisan). I have worked as a Junior Artisan (Fitter) in TATA Steel KZN for two years after my trade test and gained plant maintenance experience. I have also worked as a Mechanical Fitter in Armscor Dockyard, having gained marine experience of maintaining the ships and the submarines. I'm now working as a Mechanical Project Planner. I am self-motivated to develop myself which is why I'm empowering myself by studying.

I am a fast learner, hardworking, purpose-driven, open minded, self-motivated, energetic and can take on any challenge that comes my way.

Thank you for taking your time and look into this application, I am looking forward to hear from you in the near future.

Kind Regards

Mrs NP (Mkhwanazi) Duma

Preferred occupation	Mechanical Project Planner Engineering jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1987-12-12 (36 years old)
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Gender	Female
Residential location	Cape Town Western Cape
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 2008.05 iki 2010.12</b>
Company name	Tata Steel KZN
Occupation	Apprenticeship
What you did at this job position?	Risk Assessment and Permit : Creating and Confirming Job Cards on SAP : Daily Inspection in the Plant : Attending Breakdowns and Shutdowns : Maintenance on Gear boxes and Bearings : Maintenance on Screw and Vibrating Feeders : Maintenance on Conveyors (Bucket Elevators and Chain Drives, Vibrating Screens). : Maintenance on Water Pumps : Fault Finding and Modification : Maintenance on Overhead Cranes : Maintenance in the Furnaces : Maintenance in Scrubbers (ID Fans, Hydraulics) : Maintenance on Presses
Working period	<b>nuo 2010.12 iki 2012.12</b>
Company name	Tata Steel KZN
Occupation	Junior Artisan (Fitter)
What you did at this job position?	Risk Assessment and Permit : Creating and Confirming Job Cards on SAP : Daily Inspection in the Plant : Attending Breakdowns and Shutdowns : Maintenance on Gear boxes and Bearings : Maintenance on Screw and Vibrating Feeders : Maintenance on Conveyors (Bucket Elevators and Chain Drives, Vibrating Screens). : Maintenance on Water Pumps : Fault Finding and Modification : Maintenance on Overhead Cranes : Maintenance in the Furnaces : Maintenance in Scrubbers (ID Fans, Hydraulics) : Maintenance on Presses
Working period	<b>nuo 2014.02 iki 2014.07</b>
Company name	Old mutual
Occupation	Financial Advisor
What you did at this job position?	Sales of Products : Advise Client on the Products Suitable For their Income : Doing Presentations in Different Companies
Working period	<b>nuo 2014.10 iki 2016.12</b>
Company name	Arm Scor Dockyard
Occupation	Senior Mechanical Fitter
What you did at this job position?	Maintenance of the Ships equipment : Overhauling, Lapping and Pressure Testing of Valves : Overhauling and Pressure Testing of Pumps : Laser Aligning on Pumps

Working period	<b>nuo 2017.01 iki dabar</b>
Company name	Arm Scor Dockyard
Occupation	Mechanical Project Planner
What you did at this job position?	Planning all Mechanical and Electrical Projects Creating Job Cards Confirming Job Cards Meeting the Projects Deadlines Feedback on Jobs done Close Job Cards on OSIS Capturing of Spares Data

### Education

Educational period	<b>nuo 2017.01 iki 2018.02</b>
Degree	Certificate
Educational institution	UNISA
Educational qualification	Total Quality Management (TQM)
I could work	Quality Assurance

Educational period	<b>nuo 2015.01 iki 2015.07</b>
Degree	Certificate
Educational institution	UNISA
Educational qualification	Project Management
I could work	Project Manager

Educational period	<b>nuo 2008.05 iki 2010.06</b>
Degree	Certificate
Educational institution	Umfololozzi FET College
Educational qualification	Mechanical Engineering N5
I could work	Machanical Fitter

Educational period	<b>nuo 2006.01 iki 2007.12</b>
Degree	Diploma
Educational institution	UNISA
Educational qualification	Mining Engineering
I could work	Mining Engineer

Educational period	<b>nuo 2001.01 iki 2005.11</b>
Degree	Grade 12 / Matric
Educational institution	Hoerskool Empangeni High
Educational qualification	Grade 12, Matric
I could work	na

### Languages

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

### Computer knowledge

- Microsoft Office
- Windows
- Adobe
- Microsoft Projects
- Open Plan
- SAP System
- OSIS

### Conferences, seminars

Course : Working At Height

Cert. Obtained : NOSA Height Certificate

Course : Pump Training

Cert. Obtained : Certificate of Competence

Course : First Aid Course

Cert. Obtained : Level 1 Certificate

Course : Overhead Crane Course

Cert. Obtained : C30 license

### Recommendations

Contact person	Mr Sam Manoto
Occupation	Planning Manager
Company	Armscor Dockyard
Telephone number	0217873579
Email address	samM2@armscordy.co.za

### Additional information

Your hobbies	Reading Gym Jogging
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2010-07-00 (13 years)
Salary you wish	40000 R per month
How much do you earn now	31218 R per month