



# Khanyisile Nombulelo Mazibuko

Curriculum Vitae (CV)

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

I am looking for a position in administration field. I am an experienced Management assistant with 2 years experience in administration and I am holding a National N Diploma in Management assistant.

I am a well organised and friendly person. I work restless to achieve my set goals and at work I use the same style to meet deadlines. With or without supervision I am able to work and accomplish my duties.

I take every piece of work high important to be always above the target. With my experience and vast knowledge in office work I am therefore ready for a new position.

### Preferred occupation

Filing clerk  
Administrative jobs

Operations Clerk  
Administrative jobs

Receptionist  
Administrative jobs

Data capturers  
Administrative jobs

### Preferred work location

Johannesburg  
Gauteng

East Rand  
Gauteng

Pretoria / Tshwane  
Gauteng

Durban City  
KwaZulu-Natal

Midlands  
KwaZulu-Natal

Bloemfontein  
Free State

## Contacts and general information about me

Day of birth

1996-02-28 (28 years old)

Gender	Female
Residential location	Johannesburg Gauteng
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 2017.04 iki 2018.11</b>
Company name	Mnambithi tvet College
You were working at:	Filing clerk
What you did at this job position?	Administer students events. Assist with students placement test and capture results. Organise inductions and orientation programmes. Assist with SRC matters. Prepare meeting agendas and attend meetings to capture minutes. Maintain and update filling.Fax,scan and email document. Compile reports. Handle incoming and outgoing mail. Answer and direct calls
Working period	<b>nuo 2018.11 iki 2019.02</b>
Company name	EZakheni Defy Appliances
You were working at:	Administrators
Occupation	Distribution
What you did at this job position?	Capture POD'S on SAP. Capture transport invoices and check movement of stock. Compile daily and monthly reports. Assist with stock take. Capture daily supplier invoices. Answer and direct calls. Manage incoming and outgoing correspondence. Scan and achieve company highly important documents.

### Education

Educational period	<b>nuo 2015.01 iki 2018.09</b>
Degree	Diploma
Educational institution	Mnambithi tvet College
Educational qualification	Management assistant Diploma
I could work	Office environment and reception

### Languages

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

### Computer knowledge

Microsoft Outlook  
PowerPoint presentation  
Coltech  
Basic SAP

Microsoft word  
**Recommendations**

Microsoft excel Contact person	Mrs AK Kunene
Occupation	Student Liaison officer
Company	Mnambithi tvet College
Telephone number	0833123692
Email address	Annamaria.kunene@kzntvet.edu.za
Contact person	Miss N Govender
Occupation	Distribution Admin superintendent
Company	EZakheni Defy Appliances
Telephone number	0366345384
Email address	Nivashni.govender@defy.com

**Additional information**

Your hobbies	Reading and doing exercises.
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	00 R per month