



Collin Mshayisa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I would like to work in an organization where I can use my qualifications in Business Administration and Training and Development. I aim to become the Administration Manager of a well-reputed organisation within 5-10 years. The job I am applying for is a good opportunity for me to work actively and productively in my field of expertise and apply my skills. My aim is to make a difference in my work-place through my contribution and to touch the lives of my co-workers through my positive attitude. I am a self-starter and have excellent interpersonal and conflict-management skills.

Preferred occupation	Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1990-05-16 (35 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 2019.02 iki 2019**

Company name Service Seta

You were working at: Administrators

Occupation Administrator

What you did at this job position? □ Processing applications for Industry Funded Learning Interventions, □ Drafting and issuing out Unfunded Service Seta Performance Agreements, □ Drafting and issuing out confirmation of registration letters for tax rebates and BEE scorecards for employers, Maintaining an up-to-date filing system, Data capturing, Face to face queries, Telephonic queries, Email queries, Booking venues for meetings, Chairing and facilitating meetings

Working period **nuo 2015.03 iki 2015.08**

Company name Sedibeng TVET College

You were working at: Administrators

Occupation Admin/Data Capturer

What you did at this job position? Transferring learner marks into a database system (Thusanang Learner Management System), Typing test papers and assignment briefs, Stakeholder engagement, Face to face queries, Email queries, Compiling minutes of meetings

Education

Educational period **nuo 2015.02 iki 2018.11**

Degree Degree

Educational institution Vaal University of Technology

Educational qualification Business Administration

I could work Administration, Training and development, recruitment, project management, finance, marketing, public relations

Languages

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

Computer knowledge

Advance knowledge of Microsoft programmers

Conferences, seminars

ATR and WSP seminar

Recommendations

Contact person	Gizelle
Occupation	Manager
Company	Service Seta
Telephone number	011 276 9677
Email address	GizelleH@serviceseta.org.za

Additional information

Your hobbies	Photography, reading, cooking
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	5000 R per month