



# Nkateko Mhlongo

Curriculum Vitae (CV)

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

I am result driven and know I will be able to add value in the position of Information Technology or Administration Specialist. I am currently working at South32 – Wolvekrans Operation as a Data Capture in Isometrix and SAP. As a Data Capture I have improved on my Excel skills as well as my people skills. Some of my responsibilities include capturing and reconciling data as well as providing client support and attending to client queries. In the position as a IT and Administration Specialist I will be able to combine my academic knowledge as well as my practical experience in Public Management N6.

Preferred occupation	<b>Data capturers</b> Administrative jobs
	<b>Developers</b> IT, computing jobs
	<b>Finance Internships</b> Finance jobs
Preferred work location	<b>Middelburg</b> Mpumalanga

## Contacts and general information about me

Day of birth	1992-01-31 (34 years old)
Gender	Male
Residential location	<b>Middelburg</b> Mpumalanga
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 2018.09 iki 2019.12</b>
Company name	South32 Mine - Wolvekrans Colliery
You were working at:	Other jobs
Occupation	Administration
What you did at this job position?	Data Capture

### Education

Educational period	<b>nuo 2016.07 iki 2018.06</b>
Degree	Certificate
Educational institution	Westcol TVET College, DVG Media Training and Wolvekrans Colliery
Educational qualification	Public Management N6, IT System Development NQF Level 5 and Business Admin NQF Level 3
I could work	Administration, Developer and Receptionist

### Languages

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

### Computer knowledge

Microsoft Skills, SAP Skills, Isometrix Skills

### Additional information

Salary you wish	15000 R per month
How much do you earn now	6500 R per month