



Josias Mundabi Fal-Mbutu

Nationality: Congolese (Democratic Republic of the Congo)

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Gender: Male

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 **Address:** 15G Kololo Avenue, Ngaliema/Binza-Pigeon, Kinshasa (Democratic Republic of the Congo)

 **Address:** Panther Street, 2094 Johannesburg (South Africa)

WORK EXPERIENCE

Administrative secretary

HG Technology [12/03/2011 – 07/11/2014]

Address: Johannesburg (South Africa)

- Maintenance of computer
- Providing or supplying computer to clients
- I started as a volunteer

EDUCATION AND TRAINING

Grade 11 certificate

Rand Tutorial College [16/01/2007 – 07/12/2012]

Address: 46 Observatory, 2198 Johannesburg (South Africa)

www.randtutorialcollege.co.za

Level in EQF: EQF level 3

General

- English FAL
- French Second Language
- Tourism
- Economics
- Life Orientations
- Maths Lit
- Computer Appication Technology

Matric certificate

Leeds Business College [16/01/2013 – 27/11/2013]

Address: 101 Juta Street, 2001 Johannesburg (South Africa)

www.leeds.org.za

Level in EQF: EQF level 4

- English Home Language
- French
- History
- Business studies
- Life Orientation
- Economics
- Maths Lit

Certificate in system development (IT)

Dam Technical College [25/03/2014 – 03/12/2014]

Address: 102 De Korte street, 2001 Johannesburg (South Africa)

www.damtraining.co.za

- Introduction to computer systems
- Principle of computer technology
- Principle of computer programming (developing)
- Numeracy skills
- Communication
- Further education and training certificate: Information Technology: System development

LANGUAGE SKILLS

Mother tongue(s):

Lingala , French

Other language(s):

English

LISTENING C2 READING C2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

ORGANISATIONAL SKILLS

Organisational skills

- Leadership (formerly a sectional president of a political party)
- Good team leading skills
- Good communicator
- Good organisational skills

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Good communication skills gained through my experience as a secretary
- Excellent contact skills with people and friendly

JOB-RELATED SKILLS

Job-related skills

- System admin
- Travel agent
- Sportive
- Computer skills

DIGITAL SKILLS

Information processing / Good communication skills (written and verbal) / Problem solving / Content creation-Basic user / Self Discipline & Self Control / self-assessment / High level of computer related skills / Athlete