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CURRICULUM  
VITAE  
OF  
MBONGENI  
SUPRICE  
SHEBA

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## PERSONAL DETAILS

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NAMES : Mbongeni Suprise  
SURNAME : Sheba  
DATE OF BIRTH : 18 June 2000  
IDENTITY NUMBER : 0006 1860 090 87  
SEX : Male  
HOME LANGUAGE : Siswati  
OTHER LANGUAGES : English  
MARITAL STATUS : Single  
NATIONALITY : South Africa  
CRIMINAL RECORDS : None  
RELIGION : Christianity  
HOBBIES : Reading, Drawing, Soccer and Running  
PHYSICAL ADDRESS : Stand no. 266, Matsulu B, 1203  
POSTAL ADDRESS : PO BOX 6246, Matsulu, 1203  
CONTACT DETAILS.

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CONTACT NUMBER : +27 79 027 5760  
EMAIL ADDRESS : mbongenisheba@gmail.com

## EDUCATIONAL QUALIFICATIONS

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TERTIARY ATTENDED : BARBERTON TVET COLLEGE  
HIGHEST LEVEL PASSED : LEVEL 4  
YEAR : 2023  
SUBJECTS PASSED : Business Practice, English, Life Skills and computer Literacy, Mathematical Literacy, Office Data Processing, office Practice and New venture creation

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## REFERENCES

CONTACT PERSON : TH Nkala  
CONTACT DETAILS : +27 82 838 2152

CONTACT PERSON : Dlamini S.O  
CONTACT DETAILS : 0724862664

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## ADDITIONAL INFORMATION

Able to work under pressure, good time management, Thoroughness and attention to detail. Fast learner. Work well independently and as well as a team, Deadline and target driven, well organized, Commitment, Change oriented, Accountable, Consistent, Confidentiality and responsible.

## DECLARATION

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I MBONGENI Surprise Sheba hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

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## SIGNATURE

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

## APPLICATION LETTER

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Mbongeni Sheba  
Stand No. 266, Matsulu B  
1203  
mbongenisheba@gmail.com  
+27 79 027 5760

Dear Hiring Manager,

I am writing to express my interest in the Office Administration position that I have been told about. Although I do not have direct work experience in this field, I bring a strong set of skills and a high level of motivation that I believe would make me a valuable addition to your team.

Throughout my academic career, I gained substantial experience in organizing and managing projects, working in groups, and meeting deadlines. My coursework involved a great deal of research, analysis, and report writing, all of which required strong attention to detail and the ability to communicate effectively. I also became proficient in various computer applications, including Microsoft Office, which are essential for office administration roles.

Additionally, I have developed excellent time management and multitasking skills. I successfully balanced my academic responsibilities with other commitments, demonstrating my ability to prioritize tasks and complete them efficiently. I am a quick learner and enjoy working with others to achieve common goals.

Though I am new to the field of office administration, I am eager to learn and adapt to new challenges. I am confident that my organizational skills, strong work ethic, and enthusiasm for contributing to a productive workplace would make me a great fit for your team.

I would welcome the opportunity to discuss how my skills and potential align with your company's needs. I am excited about the chance to work with a dynamic team and contribute to a positive work environment. Thank you for considering my application—I look forward to hearing from you soon.

Sincerely,  
Mbongeni Sheba