

CURRICULUM VITAE OF KUBAYI NYELETI

Contact Number	: 076 033 4691/073 584 9673
E-mail address	: kubayifrenzzy@gmail.com
Residential address	: Stand No: 519 Mbhokota Village 0917

MY PERSONAL PROFILE

An efficient, processing fast and having a strong administrative background with knowledge of office equipment and experience. Always happy to do office duties. My aim is to make a difference in my work-place through my contribution and my positive attitude.

PERSONAL	<p>ID Number : 9602290868086</p> <p>Surname : Kubayi</p> <p>Name : Nyeleti</p> <p>Gender : Female</p> <p>Home language : Xitsonga</p> <p>Other languages :Tshivenda, Sepedi, isiZulu and English</p>
EMPLOYMENT	<p>Name of institution : Mbokota Primary School</p> <p>Position held : Assistant Teacher</p> <p>Duration : 01st December 2020 to 30th April 2021</p> <p>Contact Number : 084 598 5078 (Mr Makhuva C)</p> <p>Duties Responsibilities</p> <ul style="list-style-type: none"> ➤ Preparing mark sheets ➤ Capturing marks ➤ Distributing question papers, books and marked scripts ➤ Teaching in absence of a teacher <p>Name of institution : Vhembe Tvet College – Mashamba Campus</p> <p>Position held : Asset and Store Officer (Trainee)</p> <p>Duration : 10th September 2019 to 10th September 2020 as Intern</p> <p>Contact Number : (015) 873 7904/5/6 /083 513 8281 (Ms Ngwenya NR)</p> <p>Duties Responsibilities</p> <p><u>Asset Administration</u></p> <ul style="list-style-type: none"> ➤ Bar coding of asset ➤ Asset verification and ensuring safety ➤ Administration of asset movements ➤ Updating biological asset register ➤ Weighing and counting biological assets <p><u>Inventory Administration</u></p> <ul style="list-style-type: none"> ➤ Receiving and issuing stock ➤ Stock counting ➤ Compiling monthly report

	Name of institution : Vhembe Tvet College – Mashamba Campus Position held : Data Capture Duration : 02 nd January 2019 to 31 st January 2019 Contact Number : 072 468 9995 /078 594 9068 (Mr Sambo J) Duties Responsibilities <ul style="list-style-type: none"> ➤ Registering students ➤ Capturing documents ➤ Issuing proof of registrations ➤ Apply NSFAS bursaries
EDUCATION	HIGHER EDUCATION Institution attended : Marimane High School Qualification obtained :Senior Certificate (Grade 12) Year :2013 TERTIARY EDUCATION Institution attended : Vhembe Tvet College – Mashamba Campus Qualification obtained : Office Administration Level 4 Year : 2018 Institution attended : Capricorn Tvet College – Polokwane Campus Qualification obtained : Management Assistant N6 Year : 2023
SKILLS ACQUIRED	<ul style="list-style-type: none"> ➤ Computer Literacy ➤ Good communication ➤ Organization ➤ Team work
REFERENCES	Name : Mr Sadike R.J Position : Pastor (Living Word Bible Church) Contact Number : 078 394 6814 Name : Ms Mashimbye T.J Position : SGB/Pastor (Masekani Primary School) Contact Number : 076 712 9136 Name : Ms Mboweni J Position : Teacher (Marimane High School) Contact Number : 072 560 3374
DECLARATION	I Kubayi Nyeleti , hereby declare that the information written above is true and correct.