

CURRICULUM VITAE OF KUBAYI NYELETI

Contact Number : 076 033 4691/073 584 9673
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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	ID Number : 9602290868086 Surname : Kubayi Name : Nyeleti Gender : Female Home language : Xitsonga Other languages : Tshivenda, Sepedi, isiZulu and English
EMPLOYMENT	<p>Name of institution : Mbokota Primary School Position held : Assistant Teacher Duration : 01st December 2020 to 30th April Contact Number : 2021 : 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 Position held : Asset and Store Officer (Trainee) Duration : 10th September 2019 to 10th September 2020 as Intern Contact Number : (015) 873 7904/5/6 /083 513 8281 (Ms Ngwenya NR)</p> <p>Duties Responsibilities</p> <p><i>Asset Administration</i></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><i>Inventory Administration</i></p> <ul style="list-style-type: none"> ➤ Receiving and issuing stock ➤ Stock counting ➤ Compiling monthly report

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