

KWANDA THEMBA SHEZI

Physical Address: 220 khumalo street,Tokoza 1426

Cell: 071 986 4196/0682531093

Email: kwandakwethu.shezi@gmail.com

PERSONAL DETAILS

Surname	:	Shezi
Names	:	Kwanda
Date of Birth	:	1998-11-18
Identity Number	:	9811185953081
Gender	:	Male
Marital Status	:	Single
Nationality	:	South African
Home Language	:	IsiZulu
Other Language	:	English
State of Health	:	Good

EDUCATIONAL QUALIFICATION

Last School Attended	:	Nondumiso High School
Highest Grade Passed	:	Grade 12
Year Obtained	:	2016

TERTIARY QUALIFICATION

Name of institution	:	University of Zululand
Qualification	:	Bachelor of Commerce in Management Information Systems
Year Obtained	:	2020

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Good interpersonal skills
 - Computer literacy in (**Microsoft word, excel, outlook, email, PowerPoint and Internet**)
 - Ability to interpret and apply policy legislation
 - Good analytical skills, financial management, planning and organising skills
 - Maintain high level of confidentiality
 - Protect management skill, research skills & decision making skills
 - Reliable, honest, proactive, trustworthy have integrity
 - Knowledge of public services regulations, policies and acts
 - Ability to work under pressure with minimum supervision and flexibility to work extra hours
 - Ability to prioritize complete tasks and meet deadlines
 - Basic Knowledge of Maintenance Act
 - Knowledge of batho pele principles and how to apply them on daily duties
 - Knowledge of various magistrate court directorates/ sections
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REFERENCES

Name of Company : Mi-Gen Cleaning/Security and Construction
Position : Administration
Duration : 20 May 2023-16 March 2025
Reason for Leaving : End of Contract
Contact Person : Themba Zulu
Position : CEO
Contact Number : 076 181 3490