Dear Sir/ Madam

Application for the Post

Kindly find enclosed my resume to support my application. The resume will assist in showing my education, experience, and background. I have a Diploma in Human Resource Development (HRD)

I am available for an interview at a mutually convenient time.

Thank you for your time and consideration.

Yours Sincerely,

Nemaguvhuni Khuliso

Contact no: 072 836 8889

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| **CURRICULUM VITAE** |

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| **PERSONAL D ETAILS: Nemaguvhuni Khuliso** |

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| **Surname** | **Nemaguvhuni** |
| **Contact Details** | **072 836 8889** |
| **ID** | **860402907086** |
| **Nationality** | **South African** |
| **Area** | **Germiston** |
| **Address** | **Rose court flat, President street.** |
| **Languages** | **Venda, English, Sotho, Zulu, Tsonga ,Tswana** |
| **Marital Status** | **Single** |
| **E-mail address** | [**cully@webmail.co.za**](mailto:cully@webmail.co.za) |
| **Computer Literacy** | **MS package, Windows** |
| **CT Check / ITC** | **I am clear** |

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| **QUALIFICATIONS** |

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| **QUALIFICATION** | **INSTITUTION** | **YEAR** |
| **Grade 12** | **Guvhukuvhu Waterfall High School** | **2004** |
| **Diploma in Human Recourse Development (HRD)** | **Vaal University of Technology (V.U.T)** | **2011** |

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| **TECHNOLOGY / KNOWLEDGE SKILLS** |

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| **TECHNOLOGIES/SKILLS** |
| **Interpersonal Skills** |
| **Good Communication skills** |
| **Computer skills** |
| **Helpfulness** |
| **Flexibility** |
| **Project Management skills** |
| **Passion for technology** |
| **Good analytical and problem solving** |
| **Good thinking skills** |
| **Team Leader skills** |
| **Strategic Management** |
| **MS Package knowledge** |

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| **CAREER SUMMARY** |

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| **COMPANY** | **EMPLOYMENT DATES** | **POSITION** |
| **Department of Statistic of SA** | **04 October- 31 October 2011** | **Field Worker** |
| **NSIC** | **01 March to** | **Office secretary** |

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| **COMPANY** | **Department of statistics** |
| **POSITION HELD** | **Field worker** |
| **REASON FOR LEAVING (if applicable)** | **Contract** |

**Responsibilities:**

* **Enumerating people.**

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| **COMPANY** | **NSIC** |
| **POSITION HELD** | **Office secretary** |
| **REASON FOR LEAVING (if applicable)** |  |

**Responsibilities:**

* **Scan, capture, index and register forms**
* **Maintain the additional course readings collection**
* **Perform a variety of clerical and computer-relate tasks as assigned**
* **Making calls to potential clients**
* **Maintaining and handling office files**

**REFERENCES**

Name : Mrs Elelwani

Relationship : Coordinator Statistics of SA

Contact number : 073 330 4074

Name : Rajesh Kumar

Relationship : NSIC. (resident representative)

Email Address : [nsic@worldonline.co.za](mailto:nsic@worldonline.co.za)

Contact number : 011 656 7127/ 082 704 1040

Name : Mr A E Mafunzwaini

Relationship : Uncle

Email Address : [aluoneswi.mafunzwaini@gauteng.gov.za](mailto:aluoneswi.mafunzwaini@gauteng.gov.za)

Contact : 011 355 1259/ 082 267 3030