

Myambo Marvelous Khanyisa CURRICULUM VITAE

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0648062112

myambomarvelous@gmail.com

PROFILE

An individual who believes in working hard to achieve her goals. I am ambitious, self-motivated and I always pride myself in dedicated and ability of working well under pressure and still producing work in the most accurate manner. Moreover I work well in a team, with impeccable time management skills, ensuring to always meet deadlines. I am currently looking for opportunities which will provide career advancement, with the chance to use and contribute my skills and knowledge. Most importantly, I am looking for an environment where I will be afforded a chance to learn and grow professionally and as an individual..

WORK EXPERIENCE

2023 - 2024

Enza construction

Business Administration Learnership

Manage data in spreadsheets and reports

Keep records and reports up to date

Help maintain the budget plan

Organize and schedule meetings and events

Supervise other staff and delegate responsibilities

Handle technical issues in their area of expertise

Carry out clerical duties, including answering phones and preparing documents

EDUCATION

2019 - 2022

I studied Human Resources management at westcol tvet college.
I am holding N6 certificate in Human Resources management.

2014 - 2018

Matric certificate

LANGUAGES

English
Xitsonga
Venda
Sepedi
IsiZulu
Swati

HOBBIES

I love baking

SKILLS

Effective Communication, Leadership skills, Decision making, Problem solving, Adaptability, Dependantly, conflict resolution, Good Interpersonal skills, Ability to keep detailed records, Proficient in Microsoft Office, professional time management, strong decision maker and the Ability to work well under pressure

REFERENCES

HR Administrator

Miss Hilda

0655768958