

# Curriculum Vitae of Thobekile Nkambule

## Career Goals:

I would like to use the knowledge I have acquired throughout my working experience to improve, and help the company/business I will be working for to benefit. The job I am applying for is a good opportunity for me to work actively and productively in my field of expertise and to apply my skills. My aim is to make a difference in my work place through my positive attitude. I am a self-starter and have excellent interpersonal and team work skills.

PERSONAL DETAILS

SURNAME	:	Nkambule
FIRSTNAME	:	Thobekile Tebogo
IDENTITY NUMBER	:	9707050292086
GENDER	:	Female
NATIONALITY	:	South African
MERITAL STATUS	:	Single
HEALTH	:	Good
DRIVERS LICENCE	:	Code 10
HOME LANGUAGE	:	Isizulu
OTHER LANGUAGE	:	English
		Afrikaans
		Sepedi
		Swati
RELIGION	:	Christian
CRIMINAL RECORD	:	None
POSTAL ADDRESS	:	Bronkhorstspuit
		Riamarpark
		Protea no. 1 1020

CONTACT NUMBER : 081 868 9358  
E-MAIL : Thobekile1.nkambule@gmail.com  
NEXT OF KIN  
SPLENDOR NKAMBULE : 072 018 6533

### EDUCATIONAL QUALIFICATION

#### UNISA (Highest Degree/Cert.)

Period : 07.01.2019 - Open  
Country : South Africa  
City : Pretoria  
Region : Gauteng  
Education Type : University  
Education Level : Degree  
Subject : Information Science Degree  
Description : This degree is still to be completed. I'm currently busy with my last year

#### UNISA

Period : 01.08.2016 - 14.03.2018  
Country : South Africa City Pretoria  
Education Type : University Education

Level : Certificate  
Subject : Archives and Records Management

Nan-Hua Academy

Period : 04.01.2016 - 21.04.2017  
Country : South Africa  
Education Type : Colleges Education  
Level : Certificate  
Subject : Sage Pastel -Payroll and HR Administrator  
Final Grade : 91.1

Nan-Hua Academy

Period : 04.01.2016 - 21.04.2017  
Level : Certificate  
Broad Field of Educ. : Field of Commerce  
Subject : Sage Pastel -Pastel Partner V14 Intermediate  
(Accounting)  
Final Grade : 83.5

Nan-Hua Academy

Period : 04.01.2016 - 02.12.2016

Education Level : Certificate

Subject : Microsoft Office Specialist (word/outlook/  
powerpoint/ excell)

Detailed : Microsoft Office Specialist - Office Word  
2010. Microsoft Office Specialist - Office Outlook 2010. Microsoft  
Office Specialist - Office Excel 2010. Microsoft Office Specialist -  
Office Power Point 2010.

High School Erasmus

Period : 10.01.2011 - 11.12.2015

Country : South Africa

Field of Educ. : Field of Business Subject business,  
accounting, visual arts, Mathematics.

### Work experience

1) Company name : Caxton Middelburg Media Publishers  
(Streeknuus Newspaper Company)

Position : Administrator

Duration : 2017 – 2021

2) Position : Freelance Translator

Duration : 2021-2021

## INTERESTS AND SKILLS

### Skills

Good communication skills (Verbally and Written)

Innovative thinking ability

Good Planning and organizing skills

Work systematically and accurately

Mentally strong for any challenge

Computer literate (Pastel payroll, pastel accounting, Microsoft Office, Microsoft Outlook, Microsoft Excel and PowerPoint)

Controlling and maintaining data

Being able to adapt to some environments or situations within a time limit

### Interests

Activities: Learning new things daily

Networking

Hobbies: Reading Books

Listening to Music

Inspiration: The passion I have for succeeding is the fuel that encourages me to finish everything I start and to be even better than when I started

## References

Mr. Graeme Campbell	:	082 921 7282
Corlia Kruger (Current Employer)	:	079 299 7613
Jacob Nkambule (Freelancer)	:	071 247 7935