

CURRICULUM VITAE OF Bandile Ximba



Dear Sir/madam My attention was immediately drawn to the advertisement in which you state you are looking for a dedicated and reliable candidate to occupy the role. the profile you have outlined fits me very well as I shall further explain in this letter. I would like to gain experience through the possibilities offered by eThekweni municipality in order to develop myself in the position and expose myself to the various dynamics that drives the municipality. I am very motivated to get started and would like to show that I can add value to the municipality. I would describe myself as someone who is hardworking, fast learner and highly dedicated. I believe i can make a valuable contribution. I would like to further explain my motivation for the position advertised on your website during a personal meeting. You can reach me either by phone via 0622567884 or by my email: bandilemelisizwe@gmail.com Thank you for your consideration. I look forward to hearing from you. Sincerely: Bandile Ximba

Personal details

Name : Bandile Ximba
Email : bandilemelisizwe@gmail.com
Location : Dundee, Kwazulu-Natal, South Africa
Age : 28
Gender : Male
Identification number : 9611095548082
Employment equity : African
Contact number : 0622567884
Alternate number : 0715601326
Driver's licence : Yes
Own transport : No

Skill set

Skills	Year last used	Competency	Experience
Printing / print management	2024	Expert	< 1 year
Computer Literate	2022	Expert	2-5 years
Administration & Documentation	2022	Extensive	1-2 years
Finance & Admin Govt	2018	Expert	1-2 years
Data Administration		Expert	1-2 years

Current position

Cashier and merchandiser, Dundee pick n pay

Period : 2024-11-01
Type of employment : Contract
Location : Dundee, South Africa
Duties responsibilities : 1) Scanning items. 2) Processing payments using cash, credit, or debit cards Issuing receipts, refunds, or tickets. 3) Redeeming coupons and

stamps. 4) Managing cash registers.

Administrative clerk., Women in oil and energy.

Period : 2023-03-01

Type of employment : Temporary

Location : Johannesburg, South Africa

Duties responsibilities : 1) Answer incoming phone calls, emails and electronic requests. 2) Manage customer requests and access changes. 3) Administering payroll. (Sage) 4) Assisting HR manager filing and compelling job descriptions.

Sport officer, Tshwane university of Technology

Period : 2021-02-01

Type of employment : PartTime

Location : Pretoria, South Africa

Duties responsibilities : 1) Set up equipment and facilities for practices, games, and other events. 2) Monitored athlete academic progress at regular intervals throughout season. 3) Coordinated team travel arrangements, including transportation and accommodations. 3) Updated social media accounts with news about sports program, upcoming events. 4) Coached individual athletes or small groups to improve specific skills or techniques.

Mentor /secretary, Tshwane university of Technology

Period : 2021-01-01

Type of employment : Contract

Location : Pretoria, South Africa

Duties responsibilities : 1) Offering academic assistance to students. 2) Handling, corresponding and scheduling ARLC meetings. Typing, preparing and collecting reports. 3) Preparing annual financial budget for ARLC projects.

Qualification

National senior certificate

Year completed : 2016-12-31

Education level : National senior certificate

Final year subjects : English Life Orientation Business studies Isizulu Economics Maths literacy Accounting

Institution : Ingabade High School

Location : Dundee, South Africa

Ndip Local Govt Management

Year completed : 2021-12-31

Education level : Ndip Local Govt Management

Final year subjects : End User Computing. Municipal human resource management. Local development management. Governance and politics. Municipal finance Management. Fundermentals of research. Municipal law.

Institution : Tshwane University of Technology

Location : Pretoria, South Africa

Advdip public local govt

Year completed : 2022-12-31

Education level : Advdip public local govt
Sectoral stakeholder relations. Municipal finance Management. Research information and report writing. Local government management. Municipal
Final year subjects : law. Local development management. Strategic management and leadership. Governance and democracy management.
Institution : Tshwane University of Technology
Location : Pretoria, South Africa

Languages spoken

Language	Proficiency
English	Full
Isizulu	Native
Isixhosa	Full
Isiswati	Limited

Career highlights

Career Highlights

Interest/Hobbies

Interests: Chess. Hobbies: SportsAndOutdoorsPets

Objective

1) I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. 2) I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth. 3) I want to excel in this field with hard work, perseverance and dedication.

Honours/Awards

Department of Accommodation Residence and life catering Academic awards for mentorship.

References

Felicity

Company : Pick and pay
Contact Number : +27 60 830 4116
Email : Felzm@gmail.com
Reference type : Personal

Nosimilo

Company : Women in oil and energy
Contact Number : 27+10 491 2575
Email : nosi@woesa.com
Reference type : Work

Kate matuja

Company : Tshwane university of Technolo
Contact Number : 083 748 8746

Email : Katem@tut.ac.za

Reference type : Work

Evans Maqungo

Company : Tshwane University of Technolo

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Reference type : Work