**MURENDENI MAHAMBA**

**CONTACT DETAILS**

Address: 27 Paradysvink, Birch Acres, Kempton Park

Cell: 0729177041

Email: [murendeninoow@gmail.com](mailto:murendeninoow@gmail.com)

**PROFESSIONAL OBJECTIVE**

**A talented and accomplished woman with more than 10 years working experience assuming different roles. She has commendable knowledge and understanding of the operations of nongovernmental organizations and private companies. I command valuable competences in financial management, Business management, communication, negotiation, data analysis, facilitating workshops, developing training materials and leadership. I have the ability to prepare reports and conduct research. I also have advanced knowledge of computers. I am seeking an opportunity to become part of a progressive team where I can apply my knowledge and skills and continue to learn and grow while making an effective contribution to the company.**

**ADDITIONAL INFORMATION**

* Gender : Female
* Home Language : Tshivenda
* Additional languages : English, Xitsonga, Sesotho and Isizulu (Speak-Read & write)

EDUCATION AND QUALIFICATION

* Institution: Liivha comnined school
* Course: grade 12
* Score: certificate
* Yeah : 1999
* Institution: IMD COLLEGE
* COURSE: Business Information Technology
* SCORE: DIPLOMA (INC0MPLETE)
* YEAR: 2000
* Institution: Joy Paramedical Services
* COURSE: BASIC AMBULANCE Assistance
* SCORE: CERTIFICATE
* YEAR: 2004

SHORT COURSES

* OFFICE ADMINISTRATION
* BUSINESS ADMINISTRATION
* DATA CAPTURING
* CUSTOMER SERVICE
* PERSONAL ASSISTANT
* PROJECT MANAGEMENT

SKILLS AND COMPETENCIES

* Good Leadership Skills
* Good Management Skills
* Excellent computer skills
* Interpersonal
* Effective communication
* Excellent reporting skills
* Attention to detail
* Energetic, flexible, well organised and ability to work under pressure

PROFESSIONAL WORK EXPERIENCE

* Job Title : Administrator And Data Capturer
* Employer : Umnothowethu Trading Enterprise
* Duration : 1 June 2023- Current
* Cost To Company : R120 000.00/Pa
* Job Title : Social Outreach and Programmes Coordinator
* Employer : Focus Youth Organisation
* Duration : 01 September 2003- 20 December 2006
* Job Title : Programmes Manager
* Employer : Zote South Africa
* Duration : 01 September 2009 -01 June 2010
* Job Title : Provincial Coordinator Local Government Partnership Programme
* Employer : Fair Share University of Western Cape
* Year/s Employed : 01 January 2007 – 31 December 2009
* Job Title : Finance manager
* Employer : Ntzakoh property developers
* Year/s Employed : 01 July 2010- 01 June 2013
* Job Title : Administration Manager
* Employer : Mashige Construction
* Year/s Employed : 01 January 2014- 15 December 2015
* Job Title : Claims Administrator
* Employer : Dr Gavhi
* Year/s Employed : 01 February 2016- 01 June 2017
* Job Title : Aupair
* Employer : Felicia Govender
* Year/s Employed : 05 March 2018- 27 February 2019
* Job Title : **Administrator, internal sales and marketing officer**
* Employer : NUTARIA
* Year/s Employed : 01 May 2019- 31 December 2021
* Cost to Company : R5000 basic + commission

REFERENCES

* **TSHIFHIWA TSHIVHENGWA ZOTE SOUTH AFRICA 082 552 9862**
* **DOMINA MUNZHELELE DOLLO 071 149 6213**
* **FLORENCE MAHAMBA Admin officer 0720581374**