

CURRICULUM VITAE OF VUYISILE NJOVU

CAREER OBJECTIVE

To ensure that I work hard in everything I do and always perform to the best of my abilities. I am well prepared to gain more experience and skills in the future. And become an expert in my career field.

PROFILE

I am an enthusiastic, ambitious, and well-mannered individual with good and responsible approach to any activity I undertake. I can strongly utilize my mind to understand, analyze, and solve problems. I am self-motivated, open-minded, and I have eager to learn more.

CONTACT DETAILS

Physical Address : 4673 Tsotetsi Street, Orlando East, Soweto, 1804
Contact Number : 065 972 7055
Email Address : vuyisilenjovu442@gmail.com

PERSONAL DETAILS

Nationality : South African
Gender : Male
Marital Status : Single
Language Proficiency : IsiZulu, IsiXhosa, English & Sesotho
Health Status : Excellent
Criminal Record : None
Driver's License : None

ACADEMIC QUALIFICATION

Institution Name : University of Limpopo
Qualification Name : Bachelor of Development (Planning & Management)
Year Obtained : 2022

School Name : Reasoma Secondary School
Grade Achieved : Grade 12 (Matric)
Year Obtained : 2018

DEVELOPED SKILLS AND PERSONAL QUALITIES

Good communication | Problem-solving skills | Computer Literacy | Creativity | Good Analytical skill | Critical thinking | Leadership skills | Attentive Listener | Good Reasoning Capacity | Negotiator | Administration skills |

ACQUIRED KNOWLEDGE

Advanced Project Analysis, Planning & Management | Project Management (PMBOK) | Advanced Research Methodology & Proposal | Strategic Planning & Management | Environmental Impact Analysis (EIA) | Development Planning & Management | Urban & Rural Development | Community Development Planning | Public Administration | Environmental Management | Development Economics | Project Design | Social Development | Local Economic Development (LED) | Principles of Planning & Management | Poverty & Inequality | Concept of Development |

WORK EXPERIENCE

Company Name : TLD Holdings (PTY) LTD t/a Streetwise Nerds Internet Cafe
Position : Assistant worker
Duties/Responsibilities : Assist customers with photocopies, printouts, emailing and scanning.
Typing CVs, laminating documents, and ensuring that all machines are working properly. Opening and closing the store daily.
Assisting customers with access to computer and internet.
Managing and checking the stock availability. Ensuring that all systems are running well. Providing end-user course for clients that are interested in gaining computer literacy skill.
Helping clients with company registrations, company profiles and online applications in different platforms.
Duration : 3 Years

Company Name : South African Music Performance Rights Association (SAMPRO)
Position : Licensing Administrator Intern
Duties/Responsibilities : Data capturing of attendance register for campaigns on MS Excel.
Create Cost Estimates for sales consultants
Recording new business list and update sales report daily.
Receive work from the manager and engage with sales consultants.
Maintenance of accounts on Sage evolution and update client's information on Power Apps (CRM).
Submission of monthly reports to the HR Department.
Duration : 6 months

REFERENCE

1. Mrs. Phophi Molefe | Lecturer at University of Limpopo | Phophi.molefe@ul.ac.za | 015 268 2741 / 079 616 7462 |
2. Mr. Musa Baloyi | Mentor & Student Assistant at University of Limpopo | Musalightbaloyi@gmail.com | 071 614 7307 |
3. Mr. Siphon Mbatha | Former Colleague | 076 263 8876 |



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname
NJOVU
Names
VUYISILE
Sex
M
Nationality
RSA
Identity Number
0011115147081
Date of Birth
11 NOV 2000
Country of Birth
RSA
Status
CITIZEN



Signature

V. Njovu



IK SERTIFISEER DAT HIEROPTOEGELIETE 'N WAARE AFKOPIE (AFSKRIF) IS VAN
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Date of Issue
03 MAY 2018

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SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
2025 -01- 08
ORLANDO
SOUTH AFRICAN POLICE SERVICE



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

VUYISILE NJOVU



Identity number 0011115147081

Subject

- IsiZulu Home Language
- English First Additional Language
- Mathematics
- Life Orientation
- Geography
- Life Sciences
- Physical Sciences

Achievement

%	level
59	4
53	4
53	4
70	6
56	4
60	5
64	5
***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2018

M. S. RAKOMETSI

Chief Executive Officer

190 8404 4923 E



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa 0099462

(See reverse for more information)



University of Limpopo

Private Bag X1106
SOVENGA
0727

Tel: (015) 268 2123/30
Email:
studentrecords@ul.ac.za

Transcript of Academic Record

Student Name: NJOVU VUYISILE Student Number: 202025569
Date of Birth: 11-NOV-2000 Identity Number: 0011115147081

Finalized Results:

Year	Qualification	National Level	Subject/Module	%	Remarks	
2020	BDV02	7	CDEP011	URBAN DEVELOPMENT	69	PASS
		7	CDEP012	LOCAL ECONOMIC DEVELOPMENT	69	PASS
		7	CDEV011	CONCEPTS OF DEVELOPMENT	63	PASS
		7	CDEV012	DEVELOPMENT & THE ENVIRONMENT	76	PASS DISTINCTION
		7	CDPM011	POVERTY & INEQUALITY	60	PASS
		7	CDPM012	DEVELOPMENT ECONOMICS	75	PASS DISTINCTION
		7	CDVL011	PRINCIPLES OF PLANNING & MANAGEMENT	74	PASS
		7	CDVL012	PRINCIPLES OF SPATIAL DEVELOPMENT PLANNING	67	PASS
		7	CPUB011	NATURE, CONTENT & SCOPE OF PUBLIC ADM	77	PASS DISTINCTION
		7	CPUB012	STRUCTURING AND FUNCTIONING OF PUBLIC ADMIN	80	PASS DISTINCTION
2021	BDV02	7	CDEA021	ENVIRONMENTAL MANAGEMENT	55	PASS
		7	CDEA022	POVERTY & SOCIAL DEVELOPMENT	59	PASS
		7	CDEB021	RURAL DEVELOPMENT	61	PASS
		7	CDEB022	RESEARCH METHODOLOGY	72	PASS
		7	CDEC021	PROJECT MANAGEMENT	57	PASS
		7	CDEC022	DEVELOPMENT PLANNING & MANAGEMENT	68	PASS
		7	CDED021	COMMUNITY DEVELOPMENT PLANNING	58	PASS
		7	CDED022	PROJECT DESIGN & PLANNING	63	PASS
2022	BDV02	7	CDEA031	ADVANCED RESEARCH METHODOLOGY & PROPOSAL	63	PASS
		7	CDEA032	ADVANCED PROJECT ANALYSIS	51	PASS
		7	CDEB031	ADVANCED PROJECT PLANNING & MANAGEMENT	61	PASS
		7	CDEB032	ENVIRONMENTAL IMPACT ANALYSIS	58	PASS
		7	CDEC031	DEVELOPMENT PLANNING & POLICY	65	PASS
		7	CDEC032	STRATEGIC PLANNING & MANAGEMENT	66	PASS

CERTIFICATE OF CONDUCT

It is hereby certified that the student is/was registered for the abovementioned year/years at the University and that his/her conduct is/was satisfactory. In respect of students who are enrolled, this declaration is valid as at the date of issue. This document is issued without omission or alteration in any form.



University Registrar

January 03, 2023

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COVER LETTER OF VUYISILE NJOVU

Dear HR Manager

I have completed a Bachelor's degree in Development (planning and management) at the University of Limpopo. Please find attached my CV and supporting documents.

I would love to work at your company and be part of your team. I believe that I am fit enough to be in any working environment because I have acquired knowledge on how to co-operate and ensure that I understand my role and responsibilities and, adhere to the scope of the organization.

I enjoy working in a conducive environment so that the objectives of the company are achieved in time. I am self-driven, a good team player, a good communicator and a hard worker. I can utilize my mind to solve any problems that may arise.

I have knowledge, potential and multiple skills to professionally fulfill the position as required by the company. I am eager to enhance and refine my personal development skills and gain work experience within the company and take on the challenges that lies ahead.

I believe that I am a valuable individual who can help the organization to grow and succeed.

Thank you for giving me the opportunity to be considered for this position.

Yours Faithfully

Vuyisile Njovu