

Ayanda Mbhele

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New German

3610

1. Profile

I am optimistic, trustworthy, hard-working and punctual. Have a positive attitude with respect to the challenges I encounter. I am able to work under pressure and also to work with others.

Personal Details

Surname:	Mbhele
Name:	Ayanda
Identity Number:	9410025317084
Gender:	Male
Race:	Black
Citizenship:	South African
First Language:	Zulu
Other Language:	English
Driver's Licence:	Code 10 (C1) (Own vehicle)

2. Education

2.1 Tertiary Qualification

Name of the Institution:	University of Zululand
Qualification:	Bachelor of Laws (LLB Degree)
Year Completed:	2017

2.2 High School:	Buhlebemfundo Secondary School
Highest Grade Passed:	Grade 12
Year Obtained:	2013

Subjects Passed: IsiZulu, English, Mathematical literacy, Geography, History, Life sciences and Tourism.

3. Skills

3.1 Computer Literacy: Microsoft Office Suite

3.2 Strengths: Working accurately and paying attention to details
Working independently, using initiative;
Able to meet strict deadlines;
Able to work efficiently under pressure;
Good interpersonal skills;
Good problem-Solving Skills;
Good communication skills;
Good research skills;
Punctuality;
Team player.

4. Work Experience

4.1 Company name: Magubane Plant and Contractors CC
Position: Administrator and coordinator
Duties: Administration and coordinating trainings
Duration: 30 March 2023-present

4.2 Company Name: CCD Couriers (Pty) Ltd
Position: Zone Controller
Duties: Ensuring that day to day business at courier department is running smooth; and assisting clients who have queries.
Date Commenced: 05 August 2019 – September 2021

4.4 Company Name: Old Mutual Ltd
Position: Salaried Financial Advisor
Duties: The procurement of quality/sustainable in new business and any ancillary duties in relation thereto.
Date Commenced: 01 October 2021 – 28 February

5. Organisation

5.1 Name: Black Lawyers Association Student Chapter
Position: Member

Duration: 2014 - 2017

6. Voluntary work

Institution: University of Zululand Law Clinic Department
Position Held: Volunteer
Duties: Giving legal advice and drafting of legal documents for clients

7. References

7.1 Name: Advocate ZB Mbuyazi

Position: Advocate

Contact Details: 079 779 1126

7.2 Name: Mr Gerald

Position: Branch Manager at CCD Couriers (Pty) Ltd (Durban Branch)

Contact Details: 084 377 7665

7.3 Name: Mrs Madlala

Position: Team leader at Old Mutual

Contact Details: 076 505 2763

7.4 Name: Ntokozo Msomi

Position: Supervisor

Contact Details: 073 174 7949