



CONTACT

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Pretoria

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PROFILE

Date of birth: 1993.09.08

Nationality: South African

Gender: Male

Languages: English, Sepedi,
Setswana and
IsiZulu

Driver's License: C1

JIM MADULA HLONGWANE

CAREER OBJECTIVE

- To pursue a highly rewarding career, seeking a position in a challenging work environment where I can learn new things, utilize my knowledge and skills effectively towards organizational growth.
- To succeed in an environment of growth and excellence in a position which provides me with job satisfaction and self-development that will help me achieve personal as well as organizational goals.
- To enhance my working capabilities, professional skills, business efficiencies and to serve my organization in the best possible way with sheer honesty, determination and commitment.

EXPERIENCE

Sales and Marketing Agent

Sinikeza Stationery and Office Suppliers (Pty) Ltd | November 2020 to April 2021

Responsibilities:

- Initiate sales by canvassing.
- Implementing new sales plans and advertizing.
- Participate in trade shows and schools open days.

Data Capturer

B Braun (Pty) Ltd | February 2019 to February 2020

Responsibilities:

- Maintain confidentiality.
- Maintain and manage office records in an organized manner.
- Transferring data from paper formats into computer files/ data base systems.
- Retrieve data from data base and electronic file as requested.

Paralegal

TUT Community Advice Centre | June 2018 to December 2018

Responsibilities:

- Performing clerical activities.
- Assisting with road accident fund claims.
- Drafting of legal document and assist with claim form.
- Opening new files, client liaison community outreach and offering legal advice.

SKILLS AND COMPETENCES

- Excellent verbal and communication skills,
- Ability to work under stressful environments,
- Team player,
- Interpersonal skills,
- Manage time effectively to enhance productivity,
- Microsoft Office (Word, Excel, PowerPoint and Access),
- Attention to detail.

PERSONAL SKILLS

- Friendly,
- Creative thinker,
- Diligent,
- Self-driven,
- Pro-active.

REFERENCES

Person: Katlego Mashego
Position: Supervisor
Company: TUT Community Advice Centre
Cell: 0723829774/0728975329

Person: Samantha Matlou
Position: Project Administrator
Company: Skill Tech SA
Contact: 012 110 4205

Person: Bongani Shoko
Position: Facilitator
Company: B Braun (Pty) Ltd
Contacts: 010 222 3000

Person: Samuel Shongwane
Position: Operating Manager
Company: Sinikeza Stationery and Office Suppliers (Pty) Ltd
Contacts: 010 900 1105

QUALIFICATIONS

Tshwane University of Technology (2020)
National Diploma in Legal Assistance

SECONDARY EDUCATION

Hwiti Secondary School (2012)
National Senior Certificate

TRAINING AND CERTIFICATION;

- End User Computing Learnership (Skill Tech Solutions).
- Entrepreneurship project (Business plan presentation).
- Completing work integrated learning TUT Community Advice Centre.
- Yes Youth work readiness programme.