

PERSONAL DATA

ID Number

961107 0490 086

Gender

(Female)

Availability

Immediately)

LANGUAGES

- Venda
- English
- Tsonga

CONTACT



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2512, Luruli street. Chiawelo Soweto
Johannesburg, South Africa, 1818

EDUCATION



GAUTENG CITY COLLEGE

National Diploma in Public Management
2021



NNDAMULELENI SECONDARY SCHOOL

Grade 12

2016

MASHUDU MUDAU

Objective

Recent graduate with a National Diploma in Public Management seeking a challenging position where I can apply my academic knowledge and work experience as an Experiential Trainee, Marketing Assistant, and General School Assistant to contribute to the effective management and growth of a progressive organization.

Experience

EXPERIENTIAL TRAINING (TSHILIDZINI HOSPITAL /DEPARTMENT OF HEALTH)

Period: June 2019 - October 2020

Duties

Assisted in various administrative tasks within the hospital's public management department; Conducted research and contributed to the development of policy documents and reports; Participated in project planning and implementation, gaining practical insights into public administration processes; Collaborated with multidisciplinary teams to ensure effective coordination of hospital operations.

MARKETING ASSISTANT (CROSSLINK ACADEMY[PTY]LTD)

Period: November 2020 - October 2021

Duties

Supported the marketing team in developing and executing marketing strategies and campaigns; Assisted in organizing promotional events and workshops to increase brand visibility; Conducted market research and competitor analysis to identify growth opportunities.

GENERAL SCHOOL ASSISTANCE HANDYMAN (MAMBO PRIMARY SCHOOL)

Period: November 2021 - August 2022

Duties

Provided general support to school staff, ensuring a conducive learning environment for students; Conducted maintenance and repair tasks; Assisted in organizing school events and extracurricular activities; and Collaborated with teachers and administrators to address facility-related needs.

KEY Skills

- Strong understanding of public management principles and administrative processes.
- Proficient in project management and policy development.
- Excellent organizational and time management abilities, ensuring efficient task execution.
- Effective communication and interpersonal skills, fostering collaboration in team settings.
- Budget management and financial analysis skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

DECLARATION

I declare that the information written above is true and correct, looking forward to be included in one of your shortlisted candidate.

REFERENCE

Mrs Muntswu H.E

Department of Health(Tshilidzini)
Senior Provisioning Admin Clerk
082 797 0960 / 015 964 4367

Mr Muthabi T.H

Mambo Primary School
Principal
082 553 3005

Mr Muthivhi

Crosslink Academy
Marketing Manager
079 054 3683