SMANGELE MAUREEN MNTUNGWA

+27 82 582 4643| smangelemntungwa265@gmail.com
181 Phase 5 Hansdettman Highway
Northdene, 4093

APPLICATION FOR EMPLOYMENT.

Dear Hiring Manager,

I am writing to express my interest in any available position that aligns with my skills, qualifications, and experience within your organization.

I am a dedicated, adaptable, and hardworking individual who is passionate about delivering quality work and contributing positively to organizational success. I am highly motivated to learn, grow professionally, and apply my abilities in a challenging and rewarding work environment.

I have completed Grade 11 and have further enhanced my knowledge through Occupational Health and Safety training with IQ Academy in 2025 and SHEMTRAC training at Funda Institute in 2026. These qualifications have equipped me with valuable knowledge of workplace safety, risk management, and health and safety compliance.

My work experience includes General Worker at Transnet from May 2024 to June 2024, where I communicated effectively with community members, addressed concerns, facilitated stakeholder engagement, and assisted with organizing community meetings and activities.

Through these roles, I developed strong communication, interpersonal, and time management skills. I am proficient in Microsoft Office applications, internet navigation, email communication, and general administrative tasks. I am known for being well-organized, reliable, and able to work effectively both independently and as part of a team.

I am confident that my skills, training, and work ethic would make me a valuable addition to your organization. I would welcome the opportunity to discuss how I can contribute to your team and support your company's objectives.

Thank you for considering my application. I look forward to the opportunity to meet with you and discuss my suitability for any available position.

Yours sincerely,
Smangele Maureen Mntungwa

SMANGELE MAUREEN MNTUNGWA

Date of Birth 1999-04-06
Female

181 Phase 5 Hansdettman highway, Northdene 4093

+27 82 582 4643
smangelemntungwa265@gmail.com

CAREER OBJECTIVE

I am an adaptable, dedicated, and passionate individual who takes pride in producing high-quality work. I am well organized, self-motivated, and determined to gain knowledge and experience that contribute to outstanding performance, leadership, and organizational success.

EDUCATIONAL BACKGROUND

Name of Institution : Funda Institute
Course : SHEMTRAC| 2026
Name of Institution : IQ Academy
Course : Occupational health And Safety| 2025
Name of school : Mvaba high school
Highest Grade Obtained : Grade 11| 2018

PROFESSIONAL SKILLS

- **Communication Skills:** exceptional written and verbal communication abilities.
- **Interpersonal Skills:** adaptable and quick to respond to changing situations.
- **Time Management:** committed to completing tasks promptly and efficiently.
- **Computer Skills:** proficient in MS office, typing, internet navigation, and email.

PERSONAL ATTRIBUTES

- **Innovative thinker-** Skilled at generating effective ideas and solutions for problem-solving.
- **Languages-** Proficient in English.
- **Friendly and approachable**- Able to collaborate effectively with diverse individuals.

WORK EXPERIENCE AND REFERENCES

Company name : Transnet
Occupation : General Worker| May 2024-Jun 2024

- ✓ Acted as a link between the company and the local community.
- ✓ Communicated company information, initiatives, and updates to community members.
- ✓ Addressed community concerns and facilitated positive relationships between stakeholders.
- ✓ Assisted in organizing community engagement activities and meetings.

REF: Leomat+27 71 101 0598 (Lisca| Supervisor)
REF: Transnet +27 71 478 4727 (Wandile| Forman)