# MMAKOENA EUNICE MASHIACHIDI

## CONTACT

1787 Mutsu
Tembisa
1632
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Email : makoenaeunice05@gmail.com

## PERSONAL DETAILS

Date of Birth : 10/10/1990
Marital Status : Single
Nationality : South African
Gender : Female

## OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organisation.

## Education

2018 : **DENVER TECHNICAL COLLEGE**
: Human Resource Management N6
: Completed

2013 : **EKURHULENI WEST COLLEGE**
: Human Resource Management N4&5
: Completed

2008 : **LETHUKUTHULA SECONDARY SCHOOL**
: Grade 12
: Admission to Bachelor

## KNOWLEDGE OF THE FOLLOWING

: Public Service Act, 1994 as amended
: Labour Relations Act, 1995 as amended
: Employment Equity Act, 55 of 1998
: Public Service Regulations
: Batho Pele Principles
: Coida Act, Regulations and Policies

## SKILLS

: Communication skills (written and verbal)
: Computer skills (MS Word, Excel and Power Point)
: Able to handle confidential information
: Data and records management
: Good planning and organizing skills

: Good interpersonal skills
: team worker
: Data capturing
: Telephone skills
: Time management
: Conflict management

## Experience

15/09/2023 : **ZABEST PROPERTIES (Pty) Ltd**
12/12/2025 : Tender Administrator
: sourcing and downloading tender documents
: compiling and completing document
: filling and capturing of submitted tender documents
: writing bill of quantities (BOQ)
: maintaining physical and electronic filing system, updating database
: managing inventory and processing invoices
: assisting with travel arrangements and maintaining records of business transaction

## REFERENCE

: Colbrt Mulalo Luruli – Zabest Properties (Pty)Ltd
HR Manager
076 904 0807/ 087 702 2651