CURRICULUM VITAE OF NDUMISO NGWENYA 2026

Personal Information

Home: 11 Kipling Road Dalpark Ext11, Brakpan 1543
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Education

High School Education

Institution : University of Cape Town
Qualification : Bachelor of Commerce
Year : 2017

Institution : Zama High School
Highest grade passed : Grade 12 (Endorsed with Degree)
Subjects : Senior Certificate attached
Year : 2013

Career objectives

My career objectives are to achieve personal growth and branding excelling in the execution as well as accomplishing of assigned objectives and preparedness to learn new ideas and experiences. The majority of the skills that I have come from my desire to learn

Work Experience

Mar 2023 – present: **Finance Clerk,** Ndalama Armature Winders (Pty)Ltd

- Handling the debtors and creditors accounting matters

Dec 2017 – Mar 2023: **Driver,** DDD Millionaires

- Buying car parts, depositing cash
- Assisting the mechanic in assembling and fixing cars
- Filing the car papers and every paperwork needed
- Transporting the community from work to their homes

Feb 2017 – March 2017: **Assistant production planner intern,** Ndalama Armature Winders

- Plan the daily production jobs, check how far they are and if they are ready for delivery
- Update the excel spreadsheet about the relevant jobs and the white board
- Filing the job cards in relevant places

Dec 2013 – Jan 2014: **Assistant Mechanics**, Katlehong Taxi Rank

- Asking and checking what might be wrong with the car
- Assisting the mechanic performing service for the car
- Giving him the necessary tools and collect and clean afterwards.

2013: **Seller**, Zama High School

- I was selling biscuit at school, financing.

2012 – 2013: **Car washer**, Osizweni Township

- Cleaning the interior of the cars and finances

Skills

Languages: Fluent in English, siSwati and IsiZulu
IT: Proficient in Word, PowerPoint, Excel, Outlook and Internet Explore
Communications: Teamwork: Teach Out – helping learners with mathematics also being in a team with

diverse group of people with different ideas as yours and tutoring ideas.
Good report-writing and editing skills developing through academic.
Creativity: I am using creativity in my degree also it applies to designing the worksheet as a subject coordinate of Teach Out.
Driving License: Full, clean code 14(EC) drivers licence with PrDP

Awards & Leadership

2012 – 2013: **Academic awards**, Zama High School
2009 – 2010: **Class Representative**, Zama High School

References

Ms Palesa Dhladla, Shared Services Manager, Ndalama Armature Winders (Pty)Ltd
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Mr Sifiso Dladla, Managing Director, DDD Millionaires
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