
Mbali Mzila

Reverend Frederick Samuel Modise Road Orlando West, Johannesburg 1804
081 812 4695 | mbalimzila1990@gmail.com

PERSONAL DETAILS

- Date of Birth : 1990903
- Nationality : South African
- Gender : Female
- Driving licence : Code 10
- Home language : Isizulu
- Other language : English

EDUCATION AND TERTIARY QUALIFICATIONS

- **University of South Africa**
Higher certificate in law 2023
- **Mnambithi tvet college**
Diploma in Human resources Management 2019
- **Somashi high school**
Matric (NSC) 2014

EXPERIENCE

- **Department of Social Development** 2022.06.07 - 2022.10.30
Data Capturer

Duties:

- ❖ Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- ❖ Type in data provided directly from customers
- ❖ Create spreadsheets with large numbers of figures without mistakes and Update existing data.
- ❖ Verify data by comparing it to source documents
- ❖ Retrieve data from the database or electronic files as requested
- ❖ Perform regular backups to ensure data preservation
- ❖ Sort and organize paperwork after entering data to ensure it is not lost.

PROFESSIONAL EXPERIENCE

- **Competencies:**
 - ❖ Fully aware of the Data Protection Act.
 - ❖ Experience of working with and handling confidential data.
 - ❖ Depth understanding of employment law legalisation.
 - ❖ Able to maintain high standards of work and meet deadlines.
 - ❖ Can accurately enter sensitive computer data and update manual records.

Personal:

- ❖ Acapable team player who is able to liaise with people at all levels Flexible, adaptable and open To change.
- ❖ Can work on own initiative.
- ❖ Ability to multi-task and prioritise key tasks.

KEY COMPETENCIES AND SKILLS

- ❖ Computer Skill ❖ Good Communication Skill Both verbal and Non Verbal Written ❖ Ability to Complete Report ❖ Knowledge of Batho Pele Principles ❖ Experience in Maintaining Higher Level of Confidentiality ❖ Contracts of employment ❖ Absence Management ❖ Performance Management ❖ Attention to details

REFERENCE

- **NNL Shozi - "SAPS"**
Colonel
031 325 6538
- **N.T Ngubane - "Department of health"**
Hrm supervisor
081 383 2400