

# CURRICULUM VITAE OF SIBUSISO MAKHATHINI

CELL: [REDACTED]

EMAIL [REDACTED]

[REDACTED] Pietermaritzburg 3201

## PERSONAL PROFILE

I have obtained a Degree in Bachelor of Social Science majoring in Industrial Psychology and Management. Then I have Bachelor of Commerce Honours in Business Management. I worked for the Department of Public works as an Administration intern in Office Management /Management Assistance: Head Office for two years. I assisted in answering calls and screening for calls to redirect them to relevant officials. Provided secretarial support service to the Director: Youth Women and People with Disabilities and to the Deputy Directors who report to the Director. Perform advanced typing work for the Youth, Women and people with Disabilities projects/ Programmes and events. Operates and ensures that office equipment e.g. Fax machine and photocopiers are in good working condition. I also aided in the Bursary section of the department with their external bursary holders. I'm currently working for the Department of Transport in the Motor Transport Services directorate under finance section working in the revenue control section and budget and expenditure control as administrative clerk. I also provide assistance in the recruitment process in appointing new staff members in the directorate.

I am a well organised, pro-active, honest, and humble young man. I work well as an individual, without supervision as well as within a team and I love taking initiative because I believe in everything, I do there is always something to learn. I am a self-motivated and hardworking individual

## EMPLOYMENT HISTORY

12 September 2022- Present

Department of Transport

Motor Transport Services Directorate

### Administrative Clerk: Revenue Control

- Reconciliation of Provincial revenue on a daily and monthly basis.
- Reconciliation of RTMC levies on daily and monthly basis for the province, for the purpose of the monthly pay-over to the Road Traffic Management Corporation.
- Verify and update deposit slips from all Registering Authorities in KZN Province, in respect of revenue banked daily
- Verify and update EFT payments received from South Africa Post Office in respect of revenue banked daily.
- Correspond verbally and in writing with all Registering Authorities in respect of revenue collection discrepancies and outstanding documents.

### Budget and Expenditure control

- Processing and capturing of sundry /creditor payments on BAS
- Processing and capturing of refunds on BAS
- Administering of Inter-Departmental Accounts (IDAs)
- Processing of agency fee refunds for all Municipal Registering Authorities in the province
- Processing and capturing of PERSAL related payments (staff claim)

### Assisting in Recruitment and Screening Process within Directorate

- Screening the received applications sorting them out from responsive applications
- Capturing the received applications on excel schedule
- Taking part in shortlisting process using the specified criteria to get qualifying applicants
- Calling the qualified candidates and inviting them to a written assessment
- Assisting in marking of assessment script and determining the qualified applicants for face to face interview

03 August 2020 – 29 July 2022

Department of Public Work

Administration Intern: Office Management /Management Assistance: Head Office

### Duties working under the Directorate of Youth Women and People with Disabilities

- Answering calls and screening for calls to redirect them to relevant officials.
- Provide secretarial support service to the Director: Youth Women and People with Disabilities and also to the Deputy Directors who report to the Director.
- Responsible for all the travel and accommodation related booking for the Director: YW&PD and the team, that includes filing the Travel forms, arrange for time in and out of the accommodation specify the need for the car rental or not, make sure that once the Travel agency has confirm everything that I check if all is in order.
- Receiving incoming mails, faxes, sorting and registering it, before sending it to the relevant Departments, Units of officials.
- Calculate the subsistence and travelling allowance and file copies after completion and scrutiny audit section for future purposes.
- Make alternative booking arrangements if changes arise before or during the trip.
- Perform advanced typing work for the Youth, Women and people with Disabilities projects/ Programmes and events.
- Operates and ensures that office equipment e.g., Fax machine and photocopiers are in good working condition.

### Duties working under Directorate: Training & Capacity Building.

- Opening of new files for bursary holders and monitoring current ones
- Assist in drafting of contracts and doing Addendums
- Dealing with external inquiries from external bursary holders
- Assisting in drafting of submissions
- Drafting of payment requests and liaising with finance to ensure payments are done and request payment stabs
- Receiving & Capturing of Bursary Applications on Spreadsheet
- Screening and shortlisting of Bursary applications
- Attending Departmental meetings
- Preparing presentations for Departmental meetings
- Preparing documents requested by Audit General

## PERSONAL INFORMATION

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- Marital status: Single
- Gender: Male
- Nationality: South African
- Date of birth: [REDACTED]
- ID [REDACTED]
- Contact details: [REDACTED]
- Residential Address: [REDACTED] Pietermaritzburg
- Matric: Heritage Academy Christian school
- Languages: IsiZulu and English'
- Disability: Physically Impaired (walks using crutches)
- Hobbies: Reading and Watching soccer
- Driver License: Code 8 Automatic

## PERSONAL CHARACTERISTICS AND ABILITIES

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Good communication, interpersonal skills, analytical skills, liaison skills good organising, team building skills and planning skills, good decision making and time management skills, decent presentation, conflict management, negotiation, meticulous and sound leadership skills, exceptional administration skills. Ability to work effectively in a fast paced and dynamic environment, able to work on own initiative and as a tea, self-starter and pro-active. I am also a person with high levels of honesty and customer orientated person individual. I have good communication skills verbal and written communication skills. I'm also computer literate well vested and experienced with working with Microsoft packages namely Microsoft Word, PowerPoint, Outlook and Excel.

## KNOWLEDGE

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Project/Programme Management, RSA Constitution, PFMA, KZN citizen charter, National Road Traffic Road, Natis, HardCat, Broad Based Economic Empowerment Act, Development Broad Act, Preferential Policy framework Act, South African Constitution, Legislative Mandates, National Development Plan, PAIA White paper on transforming public service delivery, Batho bele handbook, National Treasury frameworks on managing performance, change management, Monitoring and evaluation systems. Know ledge of a range of work procedures and elementary clerical duties such as Administration procedures

relating to specific working environment including planning and organising, Knowledge on the relevant legislation/policies/prescripts and procedures. Basic knowledge on financial administration. I have extensive knowledge on the following legislations that need to be applied when executing my work as public servant, Public Financial Management Act, Performance Management Development Systems ,Treasury regulations, Labour Relations Act, Basic Conditions of Employment Act, Archival Act, Management of Information Systems, Criminal Procedure Act, Employment Equity Act, Skills Development Act and Compensation of injuries and Diseases Act. I also have knowledge of all Human Resource Information systems, polices, procedures and Persal system. Extensive understanding of rules for dealing with grievance of employees in public service and different courts which deal with labour issues such as constitutional court, labour court, arbitration and knowing dispute resolution process, and collective bargaining agreements. I also have extensive experience , when comes to project management and research methodology and all aspects of research. In terms of Qualitative and Quantitative research.

#### SUMMARY OF QUALIFICATIONS

- BCom Honours in Business Management (University of South Africa)
- Bachelor of Social Science majoring in Industrial Psychology and Management (University of KwaZulu Natal – 2019)
- Senior Certificate matric (2015)

#### Trainings Attended

- Stress & Conflict Management (2021)
- Business Writing Skills (2021)
- Diversity Management (2022)
- Root Analysis (2021)
- Minute Taking (2021)
- BB2E, (2021)
- Labour Relations Workshop (2022)

#### REFERENCES

Full Name: Premila Nadioo

Company; Department of Transport

Relationship: Supervisor

Contact Details: [REDACTED]

Full Name: Venon Joshua

Company: Department of Transport

Relationship: Supervisor

Contact details: [REDACTED]

Full Name: Samke Mzizi

Relationship: Supervisor

Contact details: [REDACTED]

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Full Name: Nokukhanya Mtshali

Relationship: Assistant Director Capacity Development & Training

Contact: [REDACTED]

Full Name: Sabelo Khuzwayo

Relationship: HR Practitioner Capacity Development & Training

Contact: [REDACTED]