

# NJABULO SICELO NKAMBULE

## PROFILE

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Date of Birth: 18 September 1988  
Address: 1 Robert Broom Drive,  
Rangeview, Krugersdorp

Race: Black  
Nationality: Swazi (Married to a SA  
citizen and I have a valid work permit)  
Gender: Male  
Marital status: Married

Drivers License: Code 8 and a  
professional driving permit (PDP)

## CONTACT

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PHONE:  
0635638206

EMAIL:  
siceLonkamb@gmail.com

## EDUCATION

### Lasi Memorial High School

- **Subjects:** English, Mathematics, Geography, Physical Science, Business Studies, Accounting, Siswati

**Translation Technique Course**—In-service training on language & correspondence communication

**Emergency Medical Care (ER 24)**— First Aid Level 1

**Type Whizz Transcription Course**—Transcription Certificate

## WORK EXPERIENCE

### Watchtower Bible & Tract Society of South Africa

30 August 2008 until 15 February 2016

- **Responsibilities:** Translating, proofreading and editing publications before they are printed. I also worked as a team captain and secretary, which involved typing documents, keeping department records up to date and archiving translated material.

### Automatic Mass Production (Bolts and nuts manufacturing company)

01 August 2016 until 30 October 2017

- **Responsibilities:** Stores and planning officer, which involved taking orders from the Sales Team and assigning machine operators. I was also used as a driver, doing deliveries.

### Watchtower Bible & Tract Society of South Africa

01 November 2017 until present

- **Responsibilities:** Worked as a secretary for the personnel manager. Currently I'm a personnel manager and my duties involves making decisions on behalf of the directors and looking after the needs of field personnel, which includes physical and financial matters. I'm also responsible for identifying and recommending individuals who can be appointed to different positions in the organization.

# LANGUAGES

Language	Speak	Write	Understand
English	Fluent	Fluent	Fluent
Siswati	Fluent	Fluent	Fluent
Zulu	Fluent	Fluent	Fluent

# SKILLS

