

CURRICULUM

VITAE

OF

JABULANE

LUCKY

CHABALALA

Curriculum Vitae of Jabulane Lucky Chabalala

CAREER OBJECTIVE

I am a confident and highly organised administrative person with 1-year experience in administration and 1-year in supplier and enterprise development. I hold Bachelor of Laws (LLB), BCom(Hons): Business Management and BCom: Economics.

PERSONAL DETAILS

Surname: Chabalala
Full Names: Jabulane Lucky
Date of Birth: 1986/ 01 /14
Physical Address:

Contact Number: 082 548 1621
Email Address: javaslucky@gmail.com
Driver's Licence: Code 10(C1)

EDUCATION

2022	Bachelor of Laws (LLB)	Unisa
2014	Bcom (Hons): Business Management	Unisa
2009	Bcom: Economics	University of Pretoria
2004	Matric	J.Kekana High School

ACHIEVEMENTS

Received Certificate at the South African Supplier Diversity Council (SASDC)

- 2019 (March): Top Assessor (Best Intern)

Received Certificates at the National School of Government (NSG)

- 2011(June): Breaking Barriers to Entry into The Public Service

SKILLS

Soft Skills

- Communication Skills
- Interpersonal Skills
- Team Player
- Ability to work independently

Technical skills

- Intermediate Typist
- Microsoft Office Outlook
- Microsoft Office PowerPoint
- Microsoft Office Excel

- Microsoft Office Word
- Microsoft Office Access

WORK EXPERIENCE

Internship: Supplier & Enterprise Development

South African Supplier Diversity Council (SASDC) | 01 March 2018 – 28 February 2019

Duties:

- Arranging and conducting site verification visits to suppliers (small and medium enterprises)
- Assisting suppliers to complete application forms
- Loading application form into the online system and capturing it online
- Collating and collecting vital documents from suppliers
- Scanning, photo-copying, printing-out and filing of documents
- Drafting reports based on site verification visits and documents supplied
- Submitting weekly reports to the Project Manager

Internship: Curriculum Design Chief Directorate: Administrator

The National School of Government (NSG) | 01 April 2011 – 31 March 2012

Duties:

- Document Tracking
- Assisting in writing submission
- Recording of petty cash, payment advice, procurement supply chain and claim forms
- Managing the internal filing system
- Arranging meetings, seminars, and workshops
- Answering chief director's calls
- Taking down minutes
- Photo-copying, faxing and binding of course materials
- Assisting in travelling and claims thereof

REFERENCE :

South African Supplier Diversity Council (SASDC)

Project manager: Sibusiso Mtsetfwa
Telephone Number: 011 100 1025
E-mail Address:
sibusiso.mtsetfwa@sasdc.org.za

The National School of Government

Director/Mentor: Mary Victor
Telephone Number: 012 441 6076
Email Address:
mary.victor@thensg.gov.za

The National School of Government

Chief Director: Dr Sal Muthayan
Telephone Number: 012 441 6160
E-mail Address:
sal.muthayan@thensg.gov.za