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## PORTIA NOMVELO NCUBE

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### OBJECTIVE


A hard-working young lady, determined to change her home situation by taking every opportunity highly, and bringing the best out of it. Understanding that in doing so, there is always a step up.

### SKILLS & ABILITIES

- Driving license code C1
- Good knowledge of MS Office and database
- Good negotiation and persuasion skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Active listener

### VITALS

 16 village road, blue hills college, Midrand, 1685

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 [ncubeportianomvelo@gmail.com](mailto:ncubeportianomvelo@gmail.com)

## EXPERIENCE

### NETBALL COACH ASSISTANT (BLUE HILLS COLLEGE)

MAR 2018 – JUNE 2019

- Plan and conduct weekly training sessions
- Manage players at the games played
- Engage with the team in an empowering way that has them enjoying the sport (netball)
- Develop the strengths in the players Create sessions that develop players in the core of netball

### CUSTOMER CARE ATTENDANT (KATANGA PARKING SERVICES-MONTICASINO)

- Answering customer queries/passing them on to the appropriate department.
- Ensure customer orders are met on time
- Interact with customers to know their requirements and needs.

## EDUCATION

2020-2022

### DIPLOMA IN LAW

UNIVERSITY OF SOUTH AFRICA

2019-2020

### MANAGEMENT (LEARNERSHIP)

2014

### NATIONAL SENIOR CERTIFICATE (MATRICULATION)

2012-2013

### CIVIL ENGINEERING JOB SHADOWING

PHUMAF CONSTRUCTION

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NCUBE

## REFERENCES

### **BLUEHILLS COLLEGE**

- *MRS A MOYO-011 318 7955/6/4882*

### **KATANG PARKING SERVICES**

- *CONTACT INFO: 021-936-3600*