

## Zwane M P CURRICULUM VITAE

**Minenhle Portia Zwane-Goje**  
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MBABANE  
minigal8473@gmail.com

### PERSONAL DETAILS

**Gender:** Female

**Nationality:** Swazi

**Marital Status:** Married

**Date of Birth:** 30 July 1984

**Driver's Licence:** Light duty motor vehicle (Valid)

**Hobbies:** Reading, travelling and jogging

**Languages:** English (good) and Siswati (Excellent)

**Contact Details:** +268 7613 0689/+268 78022683

**OBJECTIVE:** to find a challenging position to meet my competencies, capabilities, skills, education and experience.

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### **KEY QUALIFICATIONS:**

<b>Institution</b>	<b>Year</b>	<b>Qualification</b>
MANAGEMENT COLLEGE OF SOUTHERN AFRICA (MANCOSA)	2010-2012	Bachelor of Commerce- Human Resources Management
Swaziland College of Technology.	2003-2006	Diploma in National Executive Secretarial Studies
<b>Other Courses Attended</b>		
Gordon Institute of Business Science- GIBS- University of Pretoria	October 2018	❖ Strategy for Non-Strategists ❖ Mastering Strategy Execution
Masana Training Consultancy	January 2018	Mini MBA for Secretaries
JBH Management Consultancy	March 2012	Executive & Personal Assistants Program
Training Dynamics	January 2010	Effective Customer Service

**EMPLOYMENT RECORD:**

<b>EMPLOYER</b>	<b>POST HELD</b>	<b>PERIOD</b>	<b>Reason for leaving</b>
Swaziland National Association for Mental Health	Secretary	Sept2006- Dec 2006	Career growth
Woman Together Support Group Organization	Secretary	Jan 2007- Dec 2007	Personal Growth
Motor Vehicle Accidents Fund(Sincephetelo) MVA Fund	Receptionist	Feb 2008- Aug 2011	Gained Promotion
	Personal Assistant to the Chief Executive Officer (CEO)	Sep 2011- to date	

**CURRENT JOB DESCRIPTION:**

- Providing general administrative and secretarial support for the CEO, maintaining discretion and strict confidentiality in particular sensitive situations
- Helping in organizing, coordinating and confirming upcoming events
- Managing the CEO's diary and scheduling appointments accordingly
- Organizing and attending meetings, making sure the CEO is well prepared for a meeting
- Liaising with clients, suppliers and other staff
- Devising and maintaining office systems to deal efficiently with paper flow
- Receiving and screening telephone calls directed to the CEO and answering queries with discretion.
- Arranging travel and accommodation for the CEO and other Executives
- Drafting letters for the CEO and making presentations
- Trouble-shooting problems associated with office equipment

**KEY SKILLS**

- Well organized individual.
- Communicates confidently and effectively at all levels
- Demonstrates initiative and confidentiality both independently and within a team environment
- Fast learner
- Consistent ability to meet deadlines and prioritize whilst maintaining consistently high standards.
- Proactive and tenacious approach to projects and challenges.

**TECHNICAL SKILLS**

## Zwane M P CURRICULUM VITAE

- Microsoft office (Word, Excel, PowerPoint,) Access, Typing 90w/pm, Internet Explorer- also keen to learn and embrace new technology
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### **REFERENCES**

1. Mr Makhosi Magongo  
Communications Manager  
Motor Vehicle Accidents Fund  
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