

HUMBULANI MULAUDZI

Humbulani Mulaudzi

 0726325275

 mulaudzihumbulani101@gmail.com  Eastern Cape, Free State, Gaut

ABOUT ME

Dedicated and organised admin professional with strong computer literacy, communication, data capturing, filing, and office administration skills. Able to manage documents, assist clients, sc

PERSONAL DETAILS

- Date of birth: 1994-01-02
- Nationality: south africa
- Gender: male
- Marital status: married
- Health status: good
- PrDP: yes
- Driver's licence: code 10
- Notice period: available immediately
- Willing to relocate: yes

PROFESSIONAL LINKS

- LinkedIn: <https://www.linkedin.com/in/humbulani-mulaudzi-8344ba150/>

EDUCATION

ul | 2021
degree

WORK EXPERIENCE

January 2023 – December 2025

Performed general office administration duties including filing, data capturing, answering calls, respon

Reason for Leaving: Career grow

SKILLS

- Computer literacy
- filing and record keeping
- customer service
- time management
- attention to detail
- basic report writing
- office administration
- document preparation
- planning and organising
- problem-solving
- teamwork
- professional communication
- confidentiality
- accuracy when handling information
- ability to work under pressure
- basic knowledge of invoices and quotations
- meeting and appointment scheduling.
- Microsoft Office skills
- email communication
- data capturing
- telephone communication

LANGUAGES

- english - Speak: Good - Read/write: Fair
- tshivenda - Speak: Fair - Read/write: Fair

REFERENCES

- Mr Mulaudzi - brother - 0726325275



APPLICATION FOR EMPLOYMENT

WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. You need to fill in all sections of this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 – All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 – Passport number in the case of non-South Africans.

3 – This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 – This information will only be taken into account if it directly relates to the requirements of the position.

5- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

A. THE ADVERTISED POST (All sections of this form are compulsory)

Position for which you are applying (as advertised)	Department where the position was advertised
GRADUATE INTERNSHIP PROGRAMME: SKILLS DEVELOPMENT	DEPARTMENT OF HUMAN SETTLEMENTS
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?
HS 17/2026	0

B. PERSONAL INFORMATION¹

Surname and Full names		mulaudzi humbulani																													
Date of Birth	020194	Identity Number	9	4	0	1	0	2	6	0	0	6	0	8	1	Passport ² number	N	/	A												
Race ³	African ☒	White ☐	Coloured ☐	Indian ☐	Other ☐																										
Gender ³	Female ☐ Male ☒																														
Do you have a disability?	Yes ☐ No ☒																														
Are you a South African citizen?	Yes ☒ No ☐																														
If no, what is your nationality?	South african																														
Do you have a valid work permit? (only if non-South African)	Yes ☒ No ☐																														
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? ⁵	Yes ☐ No ☒																														
If yes (provide the details)	N/A																														
Do you have any pending criminal case against you?	Yes ☐ No ☒																														
If yes, (provide the details) ⁵	N/A																														
Have you ever been dismissed for misconduct from the Public Service? ⁴	Yes ☐ No ☒																														
If yes (provide the details) ⁶	N/A																														
Do you have any pending disciplinary case against you?	Yes ☐ No ☒																														
If yes, (provide the details)	N/A																														
Have you resigned from a recent job pending any disciplinary proceeding against you? ⁴	Yes ☐ No ☒																														
If yes, (please note that the provisions of the Public Service Act shall apply).	N/A																														
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? ⁴	Yes ☐ No ☒																														
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? ⁶ If yes, (provide the details) ⁶	Yes ☐ No ☒																														
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?	Yes ☐ No ☒																														
Please specify the total number of years of experience you have	Private Sector	Public Sector																													
	10	0																													
If your profession or occupation requires official registration, provide date and particulars of registration	Date	Reg. No																													
	N/A	N/A																													

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.	C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS				
	Preferred language for correspondence				english
	Method for correspondence	Post ☐	E-mail ☒	Fax ☒	Tel ☐
	Contact details (in terms of the above)	0726325275, maulaudzihumbulani101@gmail.com			

D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'					
	Languages (specify)				
	tshivenda	english	sepedi	N/A	N/A
Speak	Good	Good	Good	N/A	N/A
Write or read	Good	Good	Poor	N/A	N/A

E. FORMAL QUALIFICATION⁷ (from highest to the lowest)		
Name of School/Technical College	Name of qualification obtained	Year obtained
mdr	grade 12	2021
university of limpopo	degree	2021
N/A	N/A	N/A
N/A	N/A	N/A
Current study (institution and qualification): N/A		

F. WORK EXPERIENCE (Also attach a detailed CV)⁶						
Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
eragateway	marketing director	1	22	5	26	new jobs
N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes ☒ No ☐
If yes, Provide the name of the previous employing department and indicate the nature of the condition.						N/A

G. REFERENCES		
Name	Relationship to you	Tel. No. (office hours)
allen maulaudzi	brother	0726325275
N/A	N/A	N/A
N/A	N/A	N/A

DECLARATION	
<i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.</i>	
Signature: 	Date: 2026-07-11