

# Simo Nkambule

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## Experience

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- Prince Mshiyeni Hospital** 15/09/2015 - 03/03/2017  
Admin Clerk  
  
control register for the movement of documents. Prepare tender documents and manage bid process  
  
prepare quotation for supplies through government gazette, notice board  
  
Administer and manage opening of bids  
  
Distribute requisition to the buyers  
  
maintain control of quotation register  
  
provide secretarial Functions during the bid evaluation adjudication process  
  
advertise awards on the relevant media after Adjudication awards recommendation  
  
Do proper filling of correspondence  
  
Identify replenishment in order to maintain stock levels  
  
Prepare and Submit monthly reports to head office
- Ilembe District** 04/09/2017 - 20/06/2019  
Data Capture  
  
Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners  
  
Type in data provided directly from customers  
  
Create spreadsheets with large numbers of figures without mistakes  
  
Verify data by comparing it to source documents  
  
Update existing data  
  
Retrieve data from the database or electronic files as requested  
  
Perform regular backups to ensure data preservation  
  
Sort and organize paperwork after entering data to ensure it is not lost
- Statistic South Africa (Census)** 13/02/2022 - 30/06/2022  
Fieldworkers  
  
Enumerating South African citizens
- Prommac** 03/12/2025 - Current  
Document Controller  
Set up, copy, scan and store documents.  
  
Create templates.

Manage requests for documentation.

File documents in physical and digital records and ensure appropriate storage.

Review and maintain the accuracy of the records, editing where necessary to ensure they are up to date.

## Education

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- **Sizamseni High school** 2010  
Grade 12  
60
- **Coastal College** 2017  
National Diploma Public Management  
80

## Skills

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- Computer literacy
- Time Management

## Reference

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- **Nosimilo Dlamini - Statistic South African**  
Supervisor  
0614740873
- **Shashi Hariparsad - Prince Mshiyeni Hospital**  
Practitioner  
shashi.hariparsad@gmail.com  
0319078197
- **Sihle Magutswa - Ilembe 6**  
HR Assistant  
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- **Mpume ngubane - Hastag lifestyle**  
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