



Khayilihle Lenity Mthembu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I strongly believe that a job with a challenge is the one that equips u with experience. As an HR graduate i would prefer to be part of the human resources management team. I work better with people. Got good stress management skill and communication skills

Contacts and general information about me

Day of birth	1994-09-10 (29 years old)
Gender	Male
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.08 iki 2019.01
Company name	Nhlophenkulu primary school
You were working at:	Receptionists
Occupation	Work integrated learning
What you did at this job position?	Administrative duties such as filing, data capturing, typing and printing of of daily learners material

Education

Educational period	nuo 2016.01 iki 2018.11
Degree	Diploma
Educational institution	Durban university of technology
Educational qualification	Diploma in Human Resources Managment

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	fluent	good

Computer knowledge

I did introduction to information technology as a computer skills module got more exposure when i was doing my inservice training. As i had to apply my skills in microsoft word, excel and power point

Additional information

Salary you wish

6500 R per month