



Kulani Khoza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration jobs and I am willing to learn and work under pressure. I don't spend so much time on social activities and I love my work.

Preferred occupation	Receptionist Administrative jobs
	Secretaries Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga
	Malelane Mpumalanga
	Siyabuswa Mpumalanga
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-08-22 (29 years old)
Gender	Male
Residential location	Bushbuckridge Mpumalanga
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 2019.08 iki 2020.03
Company name	Tenteleni Primary School
You were working at:	Receptionist
Occupation	Data capturer
What you did at this job position?	Capturing data

Education

Educational period **nuo 2017.01 iki 2019.12**
 Degree Diploma
 Educational institution Tshwane university of technology
 Educational qualification National Diploma in Public management
 I could work Under pressure

Educational period **nuo 2010.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Mzila high School
 Educational qualification Diploma
 I could work Under pressure

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	very good	very good	very good
SiSwati	good	basic	basic
isiZulu	good	basic	basic
English	very good	very good	very good

Computer knowledge

Microsoft word
 Microsoft Excel
 PowerPoint
 Good typing skills

Recommendations

Contact person Delight Ntimane
 Occupation Saps Auditor
 Company Saps
 Telephone number 0722590726
 Email address DN@ntimzo.gov.za

Contact person Robbin Hlatshwayo
 Occupation Mentor
 Company Department of Labour
 Telephone number 071549027
 Email address khozakulani95@gmail.com

Additional information

Your hobbies	Reading magazine Football Hockey
Driver licenses	None
Salary you wish	R9000 R per month
How much do you earn now	R0.00 R per month