



# Luyolo Tobi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for any type of Administration jobs available. I'm a hard worker, I'm able to work under pressure and I love new challenges

|                         |                                    |
|-------------------------|------------------------------------|
| Preferred occupation    | Secretaries<br>Administrative jobs |
| Preferred work location | Port Elizabeth<br>Eastern Cape     |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1997-11-19 (26 years old)   |
| Gender               | Male  |
| Residential location | Port Elizabeth<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2018.12 iki 2020.02</b>                        |
| Company name                       | Ngqushwa FM community radio                           |
| You were working at:               | Filing clerk  |
| What you did at this job position? | Being a Presenter and doing Filing to for the station |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2017.01 iki 2018.11</b> |
| Degree                    | Diploma                        |
| Educational institution   | Eastcape Midlands College      |
| Educational qualification | N4                             |

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |
| isiXhosa | fluent         | fluent              | fluent        |

**Computer knowledge**

Microsoft Excel, Word, Access and PowerPoint

**Recommendations**

|                  |                       |
|------------------|-----------------------|
| Contact person   | Mr Lutho Mbeve        |
| Occupation       | Station Manager       |
| Company          | Ngqushwa FM           |
| Telephone number | 073 728 6796          |
| Contact person   | Mr Khololwethu Dadane |
| Occupation       | Programs Manager      |
| Company          | Ngqushwa FM           |
| Telephone number | +27 78 882 6682       |

**Additional information**

|                          |   |
|--------------------------|---|
| Your hobbies             | Reading<br>Playing with computers<br>Playing soccer |
| Driver licenses          | None  |
| Salary you wish          | 5000 R per month                                    |
| How much do you earn now | 3465.79 R per month                                 |