



# Sphelele Khuzwayo

Curriculum Vitae (CV)

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

A young energetic lady looking for a site clerk job, i've worked for Group Five construction company for 8 years as a Site clerk, im loyal, trustworthy and confident in what im doing. I've also done some HR work and Health & Safety as i like to learn new thing and implement them at the same time.

Preferred occupation	Site Clerk Construction jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1984-12-26 (40 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2013.04 iki 2020.01</b>
Company name	GROUP FIVE CONSTRUCTION
You were working at:	Procurement officer
Occupation	Site Clerk
What you did at this job position?	Requisition, payroll, time keeping

## Education

Educational period	<b>nuo 1992.01 iki 2003.12</b>
Degree	Grade 12 / Matric
Educational institution	Mpolweni Secondary School
Educational qualification	Matric

Educational period **nuo 2009.03 iki 2010.11**  
 Degree Certificate  
 Educational institution Computer College South Africa  
 Educational qualification Secretarial Certificate  
 I could work As a receptionist

Educational period **nuo 2020.03 iki 2021.02**  
 Degree Certificate  
 Educational institution NOSA  
 Educational qualification Health & Safety Principles  
 I could work SHE Rep

**Languages**

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

**Additional information**

Driver licenses None  
 Salary you wish R6000.00 R per month  
 How much do you earn now R0.00 R per month