



# Nkululeko Mgubhela

Curriculum Vitae (CV)

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

I am looking for administrative job, store assistant, general , hotel, bar/restaurant and also students job

### Preferred occupation

**Shop assistants**  
Retail, store jobs

**Receptionist**  
Administrative jobs

**Generals**  
General jobs

**Housekeeper**  
Hotel jobs

**Waiters, waitresses**  
Restaurant, bar service jobs

**Jobs for students**  
Student jobs

**Labourers**  
Labour jobs

**Filing clerk**  
Administrative jobs

**Miners**  
Mining jobs

**Front Desk Agent**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Compressor operator**  
Construction jobs

**Computer operator**  
IT, computing jobs

**Receptionists**  
Hotel jobs

### Preferred work location

**Durban City**  
KwaZulu-Natal

**Flagstaff**

Eastern Cape

Bizana  
Eastern Cape

### Contacts and general information about me

Gender	Male
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 2020.06 iki 2020.11</b>
Company name	Global source manufacture
You were working at:	Labourers
Occupation	General
What you did at this job position?	Compressor, stock counter, picker and Packer
Working period	<b>nuo 2020.11 iki 2021.02</b>
Company name	Inseviior construction
You were working at:	Labourers
Occupation	Stock counter, measuring and arrange
What you did at this job position?	I count stock after being delivered and measure to arrange size by size
Working period	<b>nuo 2021.02 iki 2021.06</b>
Company name	MVI construction
You were working at:	Filing clerk
Occupation	Keeping all records of project
What you did at this job position?	I write daily site diary, registers, calculate days worked per labour and draft monthly payments register for labours

### Education

Educational period	<b>nuo 2019.01 iki 2019.12</b>
Degree	Certificate
Educational institution	Esayidi TVET College
Educational qualification	N4&N5 certificate Public Management
I could work	Any position in public sector

Educational period **nuo 2018.01 iki 2018.12**  
 Degree Certificate  
 Educational institution Sivile skills and training centre  
 Educational qualification IT End-users Computer  
 I could work Receptionist, data capture, clerk, Office administrator and cashier

Educational period **nuo 2015.01 iki 2017.12**  
 Degree Grade 12 / Matric  
 Educational institution Enqabeni S.S.S  
 Educational qualification Matric certificate  
 I could work Any work requires matric certificate

**Languages**

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

**Computer knowledge**

Ms Word, Excel, Access, PowerPoint, Outlooks and fundamentals

**Conferences, seminars**

Am humble hard worker person.  
 I like completing my work in time.  
 I am an approachable person I like people.  
 Am a flexible person who like working alone and in team work when it is necessary.

**Recommendations**

Contact person Michael Johnson  
 Occupation Truck driver manager  
 Company Insevier construction  
 Telephone number 062 183 9973

Contact person Mvuyisi mfingwana  
 Occupation MVI construction manager  
 Company MVI construction  
 Telephone number 0791374750

**Additional information**

Your hobbies

I like sport especial running as am an National Athletes.  
I like training always when am free and making fun with people

Driver licenses

None

Salary you wish

4000 R per month

How much do you earn now

3500 R per month