

# 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

#### Bizana

Eastern Cape

#### Contacts and general information about me

Gender Male

Residential location Durban City

KwaZulu-Natal

**Telephone number** Information is available only for registered users.

Sign in

Email address Information is available only for registered users.

Sign in

### **Work experience**

Working period nuo 2020.06 iki 2020.11

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 **nuo 2020.11 iki 2021.02** 

Company name Insevior 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 **nuo 2021.02 iki 2021.06** 

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 **nuo 2019.01 iki 2019.12** 

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	<b>Understanding level</b>	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 fandumentals

## 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 Insevior 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