



# Lwandiso Kolotla

Curriculum Vitae (CV)

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

Email address lwandisodaliyolo@gmail.com

I would appreciate if you alert me via email or cell phone if you receive my application. I am available for interview anytime. looking forward to hearing from you soon.

Sincerely

Lwandiso

Cell 0731391874

Preferred occupation: Administrators  
 I'm looking for administration job, receptionist and data capture because im good when it comes to computer skills  
 Preferred work location: East Rand  
 i have 3 years experience in administration.

**Contacts and general information about me**

Dear sir/madam

Gender: Male

Residential location: West Rand  
 Application for employment: Gauteng

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

I hereby which apply for the position that is available in your organisation. I strongly believe that I would be of great assistance to your organisation as I am capable young and energetic person with unlimited knowledge always willing to learn, relevant and favourable qualities to perform the job

**Work experience**

Working period: **nuo 2018.09 iki 2021.01**  
 I am ambitious , goal driven person who is intelligent and diligent, an ambitious and hardworking person who loves challenges and willing to learn new this every day. I am able and willing to work under pressure to deliver and achieve set goals. I have experience, a good team player as well as ability to build and maintain a good working relationships.

What you did at this job position? handling reception duties, administration duties  
 and my experience can play a vital role in your organisation. In addition, I am certain that I can bring positive changes to your organisation by coming up innovative ideas, only if I am given a

Working period: **nuo 2017.02 iki 2018.08**  
 Company name: SAPS  
 You were working at: HR intern  
 my actions as well.  
 Occupation: INTERN  
 I have the following Qualification.  
 What you did at this job position? Administration duties  
 Matric: (grade 12)

**Education**

National Diploma: Human resource management  
 Degree: Level 4 Long Term Insurance Diploma  
 Drivers licence code 10 with pdp king hintsa tvet college  
 Educational institution: human resource management  
 Educational qualification: human resource management  
 Certificate of completion: yes

Please feel free to contact me anytime on 0731391874

**Languages**

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

**Computer knowledge**

Microsoft office

excel

word

power point

**Conferences, seminars**

tour guider level 2 in 206

covid 19 awareness training in 2020

**Recommendations**

Contact person	Lulamile gcadana
Occupation	Supervisor
Company	SAPS
Telephone number	0825636458
Email address	Gcadana-l@saps.gov.za

**Additional information**

Your hobbies	travelling, reading and exercising
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-09-00 (5 years)
Salary you wish	7000 R per month
How much do you earn now	6500 R per month