



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

Completed successfully.

Working period: **nuo 2018.09 iki 2021.01**
 I am a hardworking, goal driven person who is intelligent and diligent, an ambitious and hardworking person who loves challenges and willing to learn new things 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

Working period: **nuo 2017.02 iki 2018.08**
 bring positive changes to your organisation by coming up innovative ideas, only if I am given a chance to prove myself. As an extension of my inclination to analyse everything, I intend to analyse my actions as well.

You were working at: HR intern
 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
 3/4 Years/ experience working as admin
 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