



Makhosi Halalisiwe Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking, passionate, consistent and disciplined individual.very good working with working working with people. computer literacy with Ms word,Ms Excel, Data-based and email.Ability to work as a team,under pressure and and meet deadlines.Time management.Ability to maintain confidentiality and good problem solving skill

- Preferred occupation: Shop assistants
Retail, store jobs
- Receptionists
Hotel jobs
- Front Desk Agent
Administrative jobs
- Housekeeper
Hotel jobs
- Generals
General jobs

Contacts and general information about me

- Day of birth: 1994-09-18 (30 years old)
- Gender: Female
- 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 2016.01 iki 2017.07**
- Company name: Department of Social Development
- You were working at: HR intern
- What you did at this job position? Update the attendance registers for the staff, Typing of correspondence, photocopying,faxing and emailing.

Working period **nuo 2019.04 iki 2019.11**
 Company name UMFOLOZI TVET COLLEGE
 You were working at: Learnership
 What you did at this job position? Fridges and air-conditioning

Education

Educational period **nuo 2014 iki dabar**
 Degree Certificate
 Educational institution Majuba Tvet college
 Educational qualification N6 in Human Resources Management
 I could work I could work as a clerk, as a receptionist, as a front desk consultant and as a personal assistant

Languages

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

Recommendations

Contact person Hlengiwe Mbatha
 Occupation Mentor
 Company Department of Social Development
 Telephone number 0355511850

Contact person Mr Nhlozi
 Occupation Director
 Company Nhlozi Business Solutions
 Telephone number 0781969276

Contact person Mr Cooks
 Occupation Mentor
 Company Kwa-Dukuka appliances
 Telephone number 0825611702

Additional information

Your hobbies Reading and cooking
 Driver licenses None