



# 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 (29 years old)
Gender	Female
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 2016.01 iki 2017.07</b>
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