



Lufuno Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative jobs as I am in position of a NQF 4 and NQF 5 management assistance national certificates accompanied by a matric certificate. I also have a valid code 8 drivers license. I am also looking for a job as a general worker.

I am a flexible ,energetic and positive candidate. I am highly organized and reliable , I always takes notes and use a series of tools to help myself stay on top of deadlines . I am ambitious and driven, I thrive on challenge and constantly set goals for myself , so that I have something to strive towards. I am a fast learner and I am willing to improve my knowledge and skills. I am also resourceful and result driven , I always check in with the goal's progress to determine how close or how far we are and what will it take to make it happen . And lastly I am a cooperative and supportive team player but can also work very well independently.

Preferred occupation

Administrators

Administrative jobs

Personal assistant

Administrative jobs

Car drivers

Driver jobs

Part time jobs

Part time, weekend jobs

Generals

General jobs

Waiters, waitresses

Restaurant, bar service jobs

Jobs for students

Student jobs

Kitchen staff

Kitchen jobs

Kitchen assistant

Kitchen jobs

Preferred work location

Johannesburg

Gauteng

Bethal
Mpumalanga

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 2002-06-10 (22 years old)
Gender Female
Residential location Sedibeng
Gauteng
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 2020.01 iki 2020.03**
Company name White Cross
You were working at: Shop assistants
Occupation General worker
What you did at this job position? -Assist customers with the companies products

Education

Educational period **nuo 2014.01 iki 2019.12**
Degree Grade 12 / Matric
Educational institution Phoenix high vereeniging
Educational qualification Martic
I could work Work that requires Matric certificate

Educational period **nuo 2021.02 iki 2021.06**
Degree Certificate
Educational institution Sedibeng tvet college
Educational qualification Management assistance N4 & N5
I could work Telecommunications operator, personal computer operator, frontline officer, junior/ senior Management assistance, Executive personal assistance, office co-ordinator , administrative assistant

Languages

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

Computer knowledge

Mc Word , Excel, PowerPoint, OneNote

Recommendations

Contact person	Mrs Mtobemeni
Occupation	College lecture
Company	Sedibeng tvet college
Telephone number	072 1560 489

Additional information

Your hobbies	Cooking, singing, creating content and jogging
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2019-12-00 (5 years)
Salary you wish	5500 R per month
How much do you earn now	1000 R per month