



# Lutendo Thandavhathu

Curriculum Vitae (CV)

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

I am looking for admin job or in hr group...And I can also do general2 work...my points is to enhance my professional skills,capabilities and knowledge on an organisation which recognises the value of hard work and trusts me with responsibilities and challenges.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Personal assistant<br>Administrative jobs     |
|                         | HR intern<br>Management, human resources jobs |
| Preferred work location | Thohoyandou<br>Limpopo                        |
|                         | Middelburg<br>Mpumalanga                      |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1996-01-25 (28 years old)   |
| Gender               | Female  |
| Residential location | Thohoyandou<br>Limpopo  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2018.01 iki 2019.12</b>  |
| Company name                       | Sudzulusani primary school  |
| You were working at:               | Cleaners  |
| Occupation                         | Cleaner   |
| What you did at this job position? | Cleaning school yard,wall Cleaning,irrigation service,cleaning toilets and classrooms |

Working period **nuo 2020.12 iki 2021.04**  
 Company name Tshivhungululu primary school  
 You were working at: Aftercare assistant  
 Occupation Education assistant  
 What you did at this job position? Assist educators with administration. Screening everyone ,maintaining safe ,clean and secure environment.supervise group activities of learners and carry out administrative tasks as required by the school and capturing school data

Working period **nuo 2022.02 iki dabar**  
 Company name Assupol  
 You were working at: Agents  
 Occupation Sales Representative  
 What you did at this job position? Traveling around recruiting customers to join assupol....

**Education**

Educational period **nuo 2009.01 iki 2013.12**  
 Degree Grade 12 / Matric  
 Educational institution Frans Rasimphi secondary school  
 Educational qualification Diploma  
 I could work Yes

Educational period **nuo 2015.01 iki 2016.12**  
 Degree Diploma  
 Educational institution Icollage  
 Educational qualification National diploma in human resources management  
 I could work Yes

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Tshivenda | fluent         | fluent              | fluent        |
| English   | very good      | very good           | very good     |

**Computer knowledge**

Internet and E-mail

**Computer literacy  
Recommendations**

|                  |                            |
|------------------|----------------------------|
| Microsoft excel  | Mrs NC Manwadu             |
| Contact person   |                            |
| Power point      | Principal                  |
| Occupation       |                            |
| Microsoft word   | Sudzulusani primary school |
| Company          |                            |
| Microsoft access | 0837414396                 |
| Telephone number |                            |
| Typing skills    |                            |
| Contact person   | Mr Molefe Mathabi Daniel   |
| Occupation       | Manager                    |
| Company          | Assupol                    |
| Telephone number | 0791420627                 |

**Additional information**

|                          |  |
|--------------------------|--|
| Your hobbies             | To travel..<br>Reading<br>Challenges,challenges makes me to know better and learn new thing each and everyday of my life...<br>To work (any kind of work,to keep myself busy and learning) |
| Driver licenses          | None   |
| Salary you wish          | 15 000 R per month   |
| How much do you earn now | 4000 R per month   |