



# Philani Zama Mathunjwa

Curriculum Vitae (CV)

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

I am looking for a job that matches my qualification and experience, a job in teaching or anything related to hospitality.

I have a National Diploma in Hospitality and Catering Services which I obtained at Majuba TVET College and am currently a part time employee at Muthi ka-Tau enterprise where I am working as a Data Capturer.

A self-motivated, meticulous and hardworking professional being with an eighteen (18) months experience working as a Trainee Chef at Majuba Newcastle Training Centre and a thirteen (13) months experience obtained at Amajuba Caterers and Décor where I was working as an Assistant Chef.

Proven strength in planning, organising and analytical skills. Works effectively under pressure, able to work independently and an integral professional team player. Have strong interpersonal and cognitive skills; knowledge of Microsoft office and also aware of emailing, faxing, photocopying as well as use of internet.

I am certain that I can be an efficient part of any company's team.

### Preferred occupation

**Teachers**  
Teaching jobs

**Chefs**  
Kitchen jobs

**Receptionists**  
Hotel jobs

**Restaurant managers**  
Restaurant, bar service jobs

**Salesman**  
Sales jobs

**Cashiers**  
Retail, store jobs

**Shop assistants**  
Retail, store jobs

**Bookbinder**  
Labour jobs

**Data capturers**  
Administrative jobs

**Call Centre agent**  
Administrative jobs

**Front Desk Agent**  
Administrative jobs

**Filing clerk**  
Administrative jobs

**Personal assistant**  
Administrative jobs

**Receptionist**  
Administrative jobs

**Bookkeeper**  
Administrative jobs

**Customer care agent**  
Administrative jobs

**Switchboard operator**  
Administrative jobs

**Secretaries**  
Administrative jobs

**Dispatchers**  
Administrative jobs

Preferred work location

**Durban City**  
KwaZulu-Natal

**East Rand**  
Gauteng

**South Coast (Ugu)**  
KwaZulu-Natal

**Drakensberg**  
KwaZulu-Natal

**Midlands**  
KwaZulu-Natal

**Contacts and general information about me**

Day of birth 1990-09-10 (34 years old)

Gender Male

Residential location North Suburbs  
KwaZulu-Natal

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 2018.05 iki dabar**

Company name Muthi ka-Tau Enterprise

You were working at: Data capturers

Occupation Data Capturer

What you did at this job position? • Manual data input from paper-based sources into the electronic system • Using spreadsheets to manipulate data (charts, tables, etc) • Ensuring all the information in the system is accurate and up-to-date • Keep records filed or removed, using logbooks, or computers • Sort or classify information according to guidelines • Quarterly maintenance of records to ensure they are not mis-filed • Pulling, copying, and batching of records for annual audits • Assist with various ongoing projects as needed • Ensuring the Data Protection Act is adhered to at all times • Ensuring the safety and security of the company's data system

Working period **nuo 2017.02 iki 2018.03**

Company name Amajuba Caterers and Decoration

You were working at: Chefs

Occupation Assistant Chef

What you did at this job position? • Food preparation • Designing, planning and implementing creative executive menu • Ensuring food is properly prepared and transported safely to event venues • Choreographing food line setup at locations and providing the most effective flow • Promptly clearing and cleaning of food setup areas upon completion of meal service

Working period **nuo 2015.03 iki 2016.09**

Company name Majuba Newcastle Training Center

You were working at: Chefs

Occupation Trainee Chef

What you did at this job position? • Cooking • Menu Planning • Manage all kitchen functions and events (in absence of supervisor) • Stock Taking • Serving Customers • Control Systems • Reception

## Education

Educational period **nuo 2012.01 iki 2014.12**

Degree Diploma

Educational institution MAJUBA TVET COLLEGE

Educational qualification National Diploma in Hospitality and Catering Services

I could work As a Chef

Educational period	<b>nuo 2008.01 iki 2008.12</b>
Degree	Grade 12 / Matric
Educational institution	BETHAMOYA HIGH SCHOOL
Educational qualification	Matric
I could work	As a General Worker

### Languages

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

### Computer knowledge

Microsoft Office  
Send and receive emails  
Use of internet

### Recommendations

Contact person	Mr Xolani Thinane
Occupation	Owner
Company	Muthi kaTau Enterprise
Telephone number	081 569 7911 / 083 543 2904
Email address	xthinane@gmail.com

Contact person	Mr Satesh Maharaj
Occupation	Canteen Manager
Company	Majuba TVET College
Telephone number	034 318 2021 / 083 867 4133

Contact person	Mr Thabo Morris
Occupation	Owner
Company	Amajuba Caterers and Decoration
Telephone number	061 442 3835

### Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R7000 R per month