



# Mbuiseni Cashius Lukhwareni

Curriculum Vitae (CV)

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

Based on the job description, your organization is searching for an administrative assistant with both strong technical abilities and interpersonal skills, and I think my experience of working as an office assistant previously will align with the responsibilities that I would be shouldering. I am a good communicator with experience making phone calls, giving presentations in person, and exchanging emails. I'm also proficient in various pertinent software packages, such as spreadsheet applications and content management systems. If given a chance, I would like to contribute my broad range of skills to your organization.

|                         |  |
|-------------------------|--|
| Preferred occupation    | <b>Administrators</b><br>Administrative jobs |
|                         | <b>Supervisor</b><br>Construction jobs       |
|                         | <b>Cashiers</b><br>Retail, store jobs        |
| Preferred work location | <b>Rustenburg</b><br>North West              |
|                         | <b>Pretoria / Tshwane</b><br>Gauteng         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1993-10-03 (30 years old)   |
| Gender               | Male  |
| 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 2021.11 iki 2023.04</b>                          |
| Company name                       | Tshitereke Primary School                               |
| You were working at:               | Administrators  |
| Occupation                         | Clerk and Administrator                                 |
| What you did at this job position? | Capturing Data/Filling/Office Work and SA-SAMS Official |

### Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2017.01 iki 2018.12</b> |
| Degree                    | Certificate                    |
| Educational institution   | Vhembe TVET Collage            |
| Educational qualification | Management Asstistant          |
| I could work              | Personal Assistant             |
| Educational period        | <b>nuo 2007.01 iki 2014.11</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Tshivhase Secondary School     |
| Educational qualification | Matric                         |
| I could work              | General worker                 |
| Educational period        | <b>nuo 2019.01 iki 2020.12</b> |
| Degree                    | Certificate                    |
| Educational institution   | Northern Technical Collage     |
| Educational qualification | Supervisor of Construction     |
| I could work              | Supervisor                     |

### Languages

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

### Computer knowledge

I am computer skillful when it comes on Microsoft Office Suite, software collection containing applications such as Microsoft Word, PowerPoint, Teams, and Excel, among others. I am proficient in Word for creating documents, PowerPoint for making presentations, Excel for organizing and analyzing data, and Outlook for emailing.

### Conferences, seminars

I've never attended any conferences related my course.

### Recommendations

|                  |                              |
|------------------|------------------------------|
| Contact person   | Nwashe M.j                   |
| Occupation       | The School Principal         |
| Company          | Tshitereke Primary School    |
| Telephone number | 071 363 9828                 |
| Email address    | tshitereke.primary@gmail.com |

#### **Additional information**

|                          |   |
|--------------------------|---|
| Your hobbies             | Listening to the Music most of the time for enjoyment |
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg                   |
| Driver license from      | 2015-02-00 (9 years)                                  |
| Salary you wish          | 8500 - 9000 R per month                               |
| How much do you earn now | 4000 R per month                                      |