



# Mfanelo Perfect Mvelo Khumalo

Curriculum Vitae (CV)

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

I am interested in the General Worker position and other jobs for clerks and computer literacy for example data capturer, receptionist and other jobs that require matric with computer certificate. I hope I could find a job that closely matches my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career, I have undertaken various important responsibilities with utmost sincerity. I have conducted market analysis of services and products, prepared the analysis reports, coordinated with the research data product team in order to ensure that the data collected are up to date and managed the product lead communications. I acquired the following skills after completing my one year certificate course in Advanced Computer Literacy from Avuxeni Computer Academy :

Sound knowledge of online media advertising.

Good interpersonal skills and communication skills.

Ability to maintain good client relationships.

Fast typing, organizing, data management skills.

Sound knowledge in the service development.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you to discuss my candidacy in more details. I thank you very much for your time and consideration.

Preferred occupation	Other jobs Other jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1990-12-25 (33 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period	<b>nuo 2019.10 iki 2023.07</b>
Company name	Siphiwe Nonkosi cleaning services
You were working at:	Cleaners
Occupation	General cleaner
What you did at this job position?	Sweeping and mopping of floors, dusting of ceiling and windows and furniture
Working period	<b>nuo 2015.12 iki 2016.04</b>
Company name	Gauteng Enterprise Propeller
You were working at:	Field Agent
Occupation	Data Capturer
What you did at this job position?	Capturing the information about the enterprises available in the township of Johannesburg and submit the information into the office, doing surveys about small entrepreneur's needs and wants, for an example the sponsorship they need from the government under Department of Economic Development
Working period	<b>nuo 2015.08 iki 2015.09</b>
Company name	Bidvest TMS Group
You were working at:	Generals
Occupation	Vacuum and chemical cleaning operator
What you did at this job position?	Using HPWP to clean sasol plants during shutdown and to operate in plants and excavations using vacuum to suck water in order for welders to be able to work smoothly, working at heights through scaffolding.

## Education

Educational period	<b>nuo 2018.01 iki 2018.08</b>
Degree	Grade 12 / Matric
Educational institution	Sinethezekile Secondary School
Educational qualification	Matric
I could work	The ammendment of Matric certificate after failing Matric in 2009 I had to attend part time in 2018 and rewrote it and maintained my grade 12 bachelor pass
Educational period	<b>nuo 2019.01 iki 2019.11</b>
Degree	Certificate
Educational institution	Avuxeni computer academy
Educational qualification	Advanced computer literacy
I could work	Computer Basics and software and hardware functionality and installation

## Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	fluent	good	good
Afrikaans	basic	basic	basic

## Computer knowledge

I have a basic knowledge of computers operations and including operating systems and other software and hardware (systems software) .installation of software and hardware and all Microsoft office applications etc.

## Conferences, seminars

After working as a data Capturer at Gauteng Enterprise Propeller we were sponsored with A 2 Week's Training for public management and other principles of workplace including BATHO PEL , during and after completing the training I discovered that I can learn to adapt because I'm an easy learner And I love to learn new things.

## Recommendations

Contact person	Thandanani Nxumalo
Occupation	Supervisor
Company	Siphiwe Nonkosi cleaning services
Telephone number	072 519 0052
Email address	Thandananzandile@gmail.com

Contact person	PK Mthlane
Occupation	Manager
Company	Department of education
Telephone number	072 326 0149
Email address	Philipmthlane@doe.gov.za

Contact person	Phakamani Mbhamali
Occupation	Church Member (General cleaner)
Company	Umkhanyakude District Municipality
Telephone number	069 281 1912
Email address	Perfectk669@gmail.com

## Additional information

Your hobbies	I love reading and exploring , I'm my spare time I spent online reading and interacting on websites and social media.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2011-01-00 (13 years)
Salary you wish	9500 R per month
How much do you earn now	4500 R per month