



# Zola Prudence Luthuli

Curriculum Vitae (CV)

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

I'm a well presented person with friendly personality and plenty of potential to handle required customer service. I have the ability to Communicate clearly and politely to customers, also had excellent working ethics.

### SKILLS:

Attention to details.

Communication skills.

Time Management.

Customer Service skills.

Report writing.

minutes Taking.

Telephone Professionalism.

Data Capturing.

Office management.

### ATTITUDE:

Willing to work extra hours /overtime.

Loyal.

Dependable.

Excellent work ethics.

Self Confident.

Humble and Approachable.

Assertive and positive attitude.

Creative and innovative.

Hard working.

Trustworthy.

Preferred occupation

**Data capturers**

Administrative jobs

**Sales person**

Sales jobs

**Debtors clerk**

Administrative jobs

|                         |  |
|-------------------------|--|
|                         | Buyer<br>Administrative jobs               |
|                         | Customer care agent<br>Administrative jobs |
|                         | Bookkeeper<br>Administrative jobs          |
| Preferred work location | South Coast (Ugu)<br>KwaZulu-Natal         |

### Contacts and general information about me

|                      |   |
|----------------------|---|
| Gender               | Female  |
| Residential location | South Coast (Ugu)<br>KwaZulu-Natal  |
| 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 2020.10 iki 2021.10</b>   |
| Company name                       | Tsilo's Contractors  |
| You were working at:               | Maintenance Contractor   |
| Occupation                         | Data Capture   |
| What you did at this job position? | 1.Managing the information reaching the office. 2.Calculating percentage of job done daily 3.Managing Reports 4.Develop and maintain the good image of the organization 5.Filling documents 6.Answering Telephone calls 7.Attending meetings and recording minutes 8.Buying of protective clothes  |
| Working period                     | <b>nuo 2022.03 iki 2023.08</b>   |
| Company name                       | Rossmmin-Umzimkhulu Industrial Holdings.   |
| You were working at:               | Distribution manager   |
| Occupation                         | In-service training Business Management.   |
| What you did at this job position? | Buyer, Checking invoices recieved against receipt, Updating Maintanance and Breakdown Spreadsheet ,Filling of documents Typing and printing ,Controlling Inventory, Record cash received, Capturing. invoices on the computer system, Managing debtors book, Recieving stock on site, Stock counting,Making sure stock room is well organised. |

### Education

|                           |                                    |
|---------------------------|------------------------------------|
| Educational period        | <b>nuo 2015.06 iki 2017.01</b>     |
| Degree                    | Certificate                        |
| Educational institution   | Esayidi Tvet College               |
| Educational qualification | N6 Business Management Certificate |
| I could work              | Yes                                |

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2009.01 iki 2014.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Isinamuva High School          |
| Educational qualification | National senior certificate.   |
| I could work              | Yes                            |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |
| isiZulu  | very good      | very good           | very good     |
| isiXhosa | fluent         | fluent              | fluent        |

### Computer knowledge

I have good knowledge in the following computer programmes.

Microsoft word.

Powerpoint presentation.

Microsoft excel

Internet.

Internet Email.

Access.

### Conferences, seminars

N4 Computer Practice.

N4 Introductory Accounting

N4 Entrepreneurship and Business Management

N4 Management Communication

N5 Computer Practice

N5 Cost and Management Accounting

N5 Entrepreneurship and Business Management

N5 Sales Management

N6 Computer Practice

N6 Sales Management

N6 Personnel Management

N6 Entrepreneurship and Business Management

2015.06.01 to 2017.01.18

### Recommendations

|                  |  |
|------------------|--|
| Contact person   | Jorge mota                               |
| Occupation       | Manager                                  |
| Company          | Rossmine-umzimkhulu Industrial Holdings. |
| Telephone number | 0632751303                               |
| Email address    | Jorgemota@gmail.com                      |

#### **Additional information**

|                          |  |
|--------------------------|--|
| Your hobbies             | Reading books.<br>Playing tennis ball. |
| Driver licenses          | None                                   |
| Salary you wish          | 5800 R per month                       |
| How much do you earn now | 3500 R per month                       |