



# 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 Administrative jobs
	Customer care agent Administrative jobs
	Bookkeeper Administrative jobs
Preferred work location	South Coast (Ugu) KwaZulu-Natal

### Contacts and general information about me

Gender	Female
Residential location	South Coast (Ugu) KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <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                      **nuo 2009.01 iki 2014.12**  
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. Playing tennis ball.
Driver licenses	None
Salary you wish	5800 R per month
How much do you earn now	3500 R per month