



# Sbonelo Khuzwayo

Curriculum Vitae (CV)

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

Business Management and Data Capture.

I am a person of value, I keep honesty, integrity, and sympathy as my core values. I do that not only to nature my character but also to influence others in a good way.

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1991-01-21 (33 years old)
Gender	Male
Residential location	Durban City 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 2013.01 iki 2014.01</b>
Company name	L.C.D Marketing
You were working at:	Direct sales consultant
Occupation	Direct Sales Manager
What you did at this job position?	Overseeing daily operations in the sales department. Hiring and training sales staff, relaying information from upper management to department staff about sales quotas and generating leads to divide among Sales Representative.

Working period **nuo 2016.01 iki 2017.01**  
 Company name Jabba Mobile  
 You were working at: Sales consultant  
 Occupation Sales Manager  
 What you did at this job position? Overseeing daily operations in the sales department. Hiring and training sales staff, relaying information from upper management to department staff about sales quotas and generating leads to divide among Sales Representative.

Working period **nuo 2022.02 iki 2022.08**  
 Company name Durban University of Technology  
 You were working at: Data capturers  
 Occupation Data Capturing  
 What you did at this job position? Data Capturing, Capture data from different electronic and hardcopy sources. Ensure that the information that is captured is accurate and in good standard. Assist with preliminary data cleaning. Identify missing data, inconsistencies, errors; follow-up or report missing data or errors. Compare entered data with source documents and make necessary corrections to information entered. Maintain effective and efficient filing system of hardcopy source documents.

**Education**

Educational period **nuo 2005.01 iki 2010.12**  
 Degree Grade 12 / Matric  
 Educational institution Hloniphani High School  
 Educational qualification National Senior Certificate  
 I could work Yes

Educational period **nuo 2020.02 iki 2022.12**  
 Degree Diploma  
 Educational institution Durban university of Technology  
 Educational qualification Diploma in Business and Information Management  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	very good	very good	very good
isiXhosa	basic	basic	basic

**Computer knowledge**

Ms Word, Excel, PowerPoint, Outlook and Ms teams.

**Additional information**

Your hobbies	Soccer, television, reading and other outdoor activities.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-11-00 (1 years)
Salary you wish	4000 R per month
How much do you earn now	0.00 R per month