



Luzuko Lurayi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a driver position, I have strengths in time management, customer service, and possibly navigating efficiently through Gauteng.

Preferred occupation	Truck drivers Driver jobs
	Car drivers Driver jobs
	Administrators Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	East Rand Gauteng
	West Rand Gauteng
	Vereeniging Gauteng
	Sedibeng Gauteng

Contacts and general information about me

Gender	Male
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.01 iki 2024.01
Company name	Sizamulwazi Public School
You were working at:	Administrators
Occupation	Office administrator
What you did at this job position?	Assisted in administrative tasks such as scheduling appointments, managing correspondence, and maintaining office supplies. Supported HR functions including recruitment coordination and employee record maintenance.

Education

Educational period	nuo 2013.01 iki 2015.12
Degree	Grade 12 / Matric
Educational institution	Lehana SSS
Educational qualification	National Senior Certificate

Educational period	nuo 2017.07 iki 2021.12
Degree	Diploma
Educational institution	Boston City Campus and Business College
Educational qualification	Human Resource Management

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	very good	very good	very good

Computer knowledge

Driving and Road Safety: Skilled in defensive driving, vehicle safety checks, and adherence to road regulations.

Adaptability: Willing to relocate and adaptable to different work environments and responsibilities.

Documentation and Record-Keeping: Proficient in maintaining accurate records, inventory tracking, and daily log management.

Administrative Skills: Strong organizational skills with attention to detail in document management

Recommendations

and clerical support.
Contact person

Mr K. Sibizo

Occupation

H.O.D

Computer Literacy: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); holder of a Company

Sizamulwazi Primary School

Microsoft Digital Literacy Certificate.

Telephone number

0786815185

Additional Information

Strong written and verbal communication skills; fluent in English, Xhosa, Sotho,

Driver licenses

EC Articulated Extra Heavy Vehicle > 16,000kg

Driver license from

2024-07-00 (0 years)

Customer Service: Experienced in engaging professionally with clients and maintaining high standards of service.