



# 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 Johannesburg.

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

## Contacts and general information about me

Gender	Male
Residential location	Sedibeng Gauteng
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 2023.04 iki 2023.09</b>
Company name	Moriting Senior Primary 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	<b>nuo 2013.01 iki 2015.12</b>
Degree	Grade 12 / Matric
Educational institution	Lehana SSS
Educational qualification	National Senior Certificate

Educational period	<b>nuo 2017.07 iki 2021.12</b>
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**

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook): Created and formatted documents, spreadsheets, and presentations for effective communication and data analysis.

Managed email correspondence, calendars, and appointments using Outlook.

Familiar with HRIS (Human Resource Information Systems): Entered and maintained employee data, ensuring accuracy and confidentiality in HRIS databases.

Generated reports and extracted data for HR metrics and analysis.

Basic understanding of database management systems: Used database software to organize and retrieve information efficiently.

Executed queries and generated reports to support operational needs.

**Recommendations**

Contact person	Mr K. Sibizo
Occupation	H.O.D
Company	Sizamulwazi Primary School
Telephone number	0786815185

#### **Additional information**

Driver licenses	EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	2024-07-00 (0 years)