



Vuyani Boyi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

In my previous role, I gained diverse experience in administration, providing general assistance and supporting various departments. My responsibilities included:

- Maintaining surface conditions and administrative tasks
- Assisting with office cleaning and organization
- Interning in HR and handling clerical duties
- Supporting store management and inventory control
- Assisting with bookkeeping and financial tasks

This experience helped me develop a strong foundation in administration and prepared me for future roles.

Preferred occupation	General Worker Mining jobs
Preferred work location	Rustenburg North West

Contacts and general information about me

Gender	Male
Residential location	Rustenburg North West
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 2016.10 iki 2017.06
Company name	Surgomix Mining Contractor
You were working at:	Cleaners
Occupation	General Worker
What you did at this job position?	Cleaning the office, helping Admintrative duties, assisting storeman.

Education

Educational period	nuo 2006.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	President Mangope Technical High School
Educational qualification	Certificate
I could work	In the Financial department, Administrative department including Graphic design, music composing and engineering , and General Work.

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
Setswana	fluent	fluent	fluent
isiZulu	basic	very good	very good

Computer knowledge

With over 5 years of experience as a self-taught music producer and graphic designer, I've developed strong computer skills. My proficiency includes:

- Microsoft Office Suite (Word, Excel)
- Adobe Creative Cloud (Photoshop, Premiere Pro, After Effects)

These skills have enabled me to efficiently create and manage digital content.

Conferences, seminars

I've participated in various business development and music industry workshops, including:

- SEDA (Small Enterprise Development Agency) workshops
- Music industry workshops focused on professional development
- SAMRO (Southern African Music Rights Organisation) workshops
- RISA (Recording Industry of South Africa) workshops

These workshops have enhanced my knowledge and skills in business development and the music industry.

Additional information

- Your hobbies
- My key interests and skills include:
- Graphic design and visual creation
 - Researching and identifying new learning and career opportunities
 - Engaging in online activities and digital exploration
 - Music composition and audio engineering

These activities allow me to express my creativity, stay informed, and develop my skills.

Salary you wish

10000 R per month

How much do you earn now

N/A R per month