



Xolani Bernard Hlongwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am fast learner, self motivated, good leadership, good communication skills, skill to work as a team, finish my task on time

Preferred occupation	Admin clerk Finance jobs
Preferred work location	Newcastle Pietermaritzburg Ladysmith Dundee E KwaZulu-Natal

Contacts and general information about me

Day of birth	1987-03-24 (37 years old)
Gender	Male
Residential location	Bergville KwaZulu-Natal
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 2012.01 iki 2013.10
Company name	Wesslsenek combined school
You were working at:	Administrators
Occupation	Admin clerk (in service training)
What you did at this job position?	Filing of documents, answering of telephone, typing of documents, sa-sams data capturing, photo copying, faxing and emailing, performed financial duties, assist parents with queries, counting of school material

Working period	nuo 2011.03 iki 2011.11
Company name	Ladysmith department of education
You were working at:	Administrators
Occupation	Managing office (volunteers)
What you did at this job position?	Distribution of papers, photo copying of documents, answering of telephone, binding and laminating of documents, ordering of tonner for machinery, filing requisitioned form, assembly of documents, maintain equipment for environment, maintained machine service

Education

Educational period	nuo 2000.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	EKwaluseni high school
Educational qualification	Matrix
I could work	At any post

Educational period	nuo 2015.01 iki dabar
Degree	Degree
Educational institution	UNISA
Educational qualification	Teaching Bed degree
I could work	As teacher

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good
Sesotho	good	good	do not know

Computer knowledge

Installed software's, use Microsoft excel, Microsoft word, use Internet, update Windows, spread sheets, computerized financial systems.

Conferences, seminars

I was attending Kagiso trust conference at Golden gate in 2012, for problems solving at school and how to increase passing percentage at school, how to deal wit disabled learner's.

Recommendations

Contact person	Lucky Mbonani
Occupation	Principal
Company	Wesslsnek combined school
Telephone number	0827461749

Contact person	Tankiso Mokoena
Occupation	Lecturer
Company	Maluti FET college
Telephone number	0782005833

Additional information

Your hobbies	Reading newspaper's, watching soccer
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	17000 R per month