



# 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> <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 2012.01 iki 2013.10</b>
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