

Lindokuhle Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young intelligent man, always eager to learn new things every day. I am self-reliant, self-motivated person. I can work well with or without supervision. I am fast, accurate, neat and hard working person, trust worthy, and dedicated to my work, loyal and sociable person. I am a polite person, well-groomed and articulate punctual and always willing to take initiative. I believe in teamwork and doing my best to help others. I am able to work independently, possess clarity of thought, and gave the ability to keep focused and productive even to work under pressure. I am willing to relocate. I am passionate about my job. I have a good customer service. I am approachable helpful and reliable and trustworthy, you will not regret hiring me as I will have positive impact in this Department. To achieve an organizational objective, one needs to be objective and efficient in what you do.

Being self-motivated and purpose driven as an individual and striving to deliver the best result I value order and professionalism in the workplace. Remaining focused and being determined to achieve set goals.

Preferred occupation Administrators

Administrative jobs

Generals

General jobs

Miners

Mining jobs

Electricians

Construction jobs

Search engine marketing

IT, computing jobs

Pickers, packers

Labour jobs

Preferred work location Johannesburg

Gauteng

Contacts and general information about me

Day of birth 1988-05-29 (36 years old)

Gender Male

Residential location Johannesburg

Gauteng

Telephone number Information is available only for registered users.

<u>Sign in</u>

Email address Information is available only for registered users.

Sign in

Work experience

Working period **nuo 2014.11 iki 2015.12**

Company name Battlefield Sport Resort

You were working at: Bartenders

Occupation Barman

What you did at this job position? Front line desk assistance at restaurant, Assist clients to

choose most suitable meals, Serve drinks for guest, Cleaning of lenses prior collection, Distribution of promotional material at tables, Maintain petty cash, Adhere to finance policy of

institution

Working period **nuo 2013.03 iki 2014.05**

Company name Thithiba Trading

You were working at: Administrators

Occupation Administrator

What you did at this job position? Typing and E-mailing, Promotion of special items, Verification

of product received from stakeholders, Compiling sales report for management, Faxing and photo copying of documents

Working period **nuo 2010.06 iki 2012.10**

Company name Mokoena and Partners Attorneys

You were working at: Administrators

Occupation General admin

What you did at this job position? Maintain clients appointments register, Creating and managing

a register of incoming and outgoing documents, Create and manage an effective and efficient filing, Switchboard and clients enquiries, Faxing and photo copying of documents

Education

Educational period nuo 2016.01 iki 2016.12

Degree Certificate

Educational institution MAHUBE Training and Skills Development

Educational qualification Water and Wastewater Treatment Process Operations

I could work Yes

Educational period **nuo 2014.01 iki 2014.08**

Degree Certificate

Educational institution Majuba College (Dundee Centre)

Educational qualification Electrical Eng N2

I could work Yes

Educational period **nuo 2009.01 iki 2009.06**

Degree Certificate

Educational institution HAVATECH Skills Training and Employment Centre

Educational qualification Office Administration & Computer Literacy

I could work Yes

Educational period **nuo 2003.01 iki 2006.12**

Degree Grade 12 / Matric

Educational institution EThangeni Combined School

Educational qualification Matric Senior Certificate

I could work Yes

Languages

Language Speaking level Understanding level Writing level

English very good fluent fluent

Computer knowledge

Ms Word

Ms Excel

Ms PowerPoint

Ms Access

Ms Windows XP

Recommendations

Contact person Mr Tembinkosi Buthelezi

Occupation Administrator

Company Battlefields Sport Resort

Telephone number +27 72 489 6233

Contact person Mr. Simon Manyathi

Occupation Events Manager

Company Battlefields Sport Resort

Telephone number +27 34 218 1641

Contact person Mr. Mbatha

Occupation Lecturer

Company Majuba College

Telephone number +27 78 660 1473

Contact person Miss M. Makoma

Occupation Lecturer

Company MAHUBE Skills and Training

Telephone number +27 82 964 9241

Additional information

Your hobbies Body Building

Playing soccer Modelling Fashion

Driver licenses None

Salary you wish 10000 R per month

How much do you earn now 0.00 R per month