



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.*
[Sign in](#)

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