



# Thokozane Victor Khumalo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm self\_motivated and conscientious person always willing to get involved through experience,I'm also creative because i offer new ideas and i operate with a high level integrity and friendly personality allows me to relate well to people and co\_ordinate activities.i would like to work in an organization where I can use my qualifications in basic office administration,End- User Computer, Security and General jobs .The job I am applying for is a good opportunity for me to work actively and my aim is to make difference in my work - place through my contribution.

Preferred occupation

**Generals**

General jobs

**Administrators**

Administrative jobs

**Other jobs**

Other jobs

**Waiters, waitresses**

Restaurant, bar service jobs

**Shop assistants**

Retail, store jobs

**Guards**

Security jobs

**Armed response officer**

Security jobs

**Supervisors**

Security jobs

Preferred work location

**Johannesburg**

Gauteng

**Pretoria / Tshwane**

Gauteng

## Contacts and general information about me

Day of birth

1995-03-22 (29 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 2021.07 iki 2022.08**  
Company name Kwethu primary school  
You were working at: Administrators  
Occupation Intern Admin. Clerk  
What you did at this job position? Receiving and sending faxes & E- mail, Receiving incoming calls, SA-SAMS, Filing, Typing school letter's and copying

### Education

Educational period **nuo 2010.01 iki 2014.11**  
Degree Certificate  
Educational institution Sesiwabonga high school  
Educational qualification National senior certificate  
I could work Full time

Educational period **nuo 2016.10 iki 2016.12**  
Degree Certificate  
Educational institution Thembaletu Child & youth development  
Educational qualification End-user computer  
I could work Full time

Educational period **nuo 2017.01 iki 2017.03**  
Degree Certificate  
Educational institution Thembaletu Child & youth development  
Educational qualification Basic Office Administration  
I could work Full time

Educational period **nuo 2018.04 iki 2018.04**  
Degree Certificate  
Educational institution MIT Business College  
Educational qualification Retail Management  
I could work Full time

Educational period                    **nuo 2020.11 iki 2020.12**  
 Degree                                      Certificate  
 Educational institution                Simunye Training Academy  
 Educational qualification              Security  
 I could work                              Full time and night Shifts

Educational period                    **nuo 2021.01 iki 2021.01**  
 Degree                                      Certificate  
 Educational institution                H.C.V. Firearm Training  
 Educational qualification              Firearm Training  
 I could work                              Full time

### Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	good	good	good
English	good	good	good

### Computer knowledge

Data capturing - school system.SA SAMS:

- Create Learner Files,Educators and Support Staff.
- Marketing Learner,Educator and Support Staff.
- Capturing Learner Marks and Issuing Reports per Term.
- Receiving and Sending Faxes & E-Mails.
- Copying,Scanning,Printout,Laminator & Certificate.
- Admission,New Learner and Exiting Learners.
- Typing of communication letters,Parent Letters and Minutes of Meetings.
- Balancing of Finance files and keeping Records.
- Typing,Word,Excel, Power Point and internet usage.

### Recommendations

Contact person                        Sakhile Makhubo  
 Occupation                              Colligues  
 Company                                 Kwethu Primary school  
 Telephone number                      0836434334

Contact person                        Mduduzi kubheka  
 Occupation                              intern admin.  
 Company                                 Kwethu Primary school  
 Telephone number                      0840786887

Contact person	N.O Gumbi
Occupation	Principal
Company	Kwethu Primary school
Telephone number	0837377715

#### **Additional information**

Your hobbies	Writing,Playing Soccer and art Creating
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-04-00 (3 years)
Salary you wish	R1000 R per month
How much do you earn now	R0.00 R per month