



Thokozone 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.

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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	Sesiyabonga 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	Colligue
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