

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

<u>Sign in</u>

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 Thembalethu 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 Thembalethu 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