



Londiwe Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking to obtain a position that will enable me to use my wide range of knowledge involving logistics, management and administration. I know how to communicate professionally with people at all levels, I am computer literate, fluent in English and a fast learner.

I have qualifications in international trade, freight handling and business management. I also have experience working as a temporary receptionist and a sales person.

I am currently unemployed and actively seeking for opportunities which I immediately available for.

Preferred occupation Administrators
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Gender Female

Residential location Durban City
KwaZulu-Natal

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 2018.03 iki 2018.05**

Company name EOH

You were working at: Agents

Occupation Sales Intern

What you did at this job position? Providing professional customer service. Driving sales to meet and exceed both personal and professional targets.

Working period	nuo 2017.11 iki 2018.02
Company name	Dr BK Mbhele General Practitioner
You were working at:	Administrators
Occupation	Temporary Receptionist
What you did at this job position?	Providing basic and accurate information in-person and via phone/email. Filing, photocopying, transcribing and faxing.

Education

Educational period	nuo 2017.02 iki 2017.12
Degree	Certificate
Educational institution	Regent Business School
Educational qualification	Certificate in Business Management NQF 5
Educational period	nuo 2016.03 iki 2017.01
Degree	Certificate
Educational institution	SA Maritime School and Transport College
Educational qualification	Certificate in Freight Handling
Educational period	nuo 2015.03 iki 2016.02
Degree	Certificate
Educational institution	SA Maritime School and Transport College
Educational qualification	Certificate in International Trade

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	very good
Afrikaans	basic	basic	do not know

Computer knowledge

Microsoft

Additional information

Salary you wish	R4000 R per month
How much do you earn now	R0 R per month