



# Londiwe Khaula

Curriculum Vitae (CV)

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

I am currently an HR Administrator for iMvula Quality Protection. I would like any Administrative jobs including Secretarial, PA And Front Desk.

I am assertive, attentive, zesty individual who is not afraid to ask and learn new thing within a company. I believe to be a person who can work in a team and also as an individual. I am a strong believer of having daily action plans and ticking off as the task for the day has been complete, should there be any thing that I can not solve on my own, I believe asking for assistance or guidance would be the way to rather than thinking my decision is correct.

I speak very fluent English, not so fluent Afrikaans yet I do have a great understanding of the language. I am a Zulu speaking female. I always make sure I look representable and respectable. I also believe that respect is a two way stream. I am very confident and a person that always leaves home issues, at home.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Data capturers<br>Administrative jobs |
| Preferred work location | Durban City<br>KwaZulu-Natal          |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1981-04-15 (43 years old)   |
| Gender               | Male  |
| Residential location | Durban City<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2002.03 iki 2010.06**  
 Company name International Convention Centre  
 You were working at: Generals  
 Occupation Event Co ordinator  
 What you did at this job position? Meet up with client who has booked for a fuction, go over details. Changes, additional. Run the function on the day according to details. Manage staff on the floor. Reports at the end of the fuction.

Working period **nuo 2013.03 iki 2018.10**  
 Company name iMvula Quality Protection  
 You were working at: Administrators  
 Occupation Client Retention Manager and HR Admin  
 What you did at this job position? Client Retention- Compiling Tenders, Calling clients to check on any issues.HR Admin, All HR Relation matters, Data capturing, internal hearings, CCMA, Recruitment, Pay role, Reception.

**Languages**

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | fluent         | fluent              | fluent        |
| isiZulu   | very good      | very good           | good          |
| Afrikaans | basic          | good                | very good     |

**Computer knowledge**

Microsoft Office, Publisher, Windows, Outlook, Excel, Programmer, Opera, MIS,Powerpoint

**Conferences, seminars**

Train the Trainer  
 SA Host  
 Basic Health and Safely  
 Leadership skills  
 Easy Roster

**Recommendations**

Contact person Mr Khehla Shinga  
 Occupation HR Manager  
 Company iMvula Quality Protection  
 Telephone number 031 700 9190  
 Email address kznhr@imvula.net

|                  |                                 |
|------------------|---------------------------------|
| Contact person   | Mr Johannes Basi                |
| Occupation       | Operations Manager              |
| Company          | International Convention Centre |
| Telephone number | 031 360 1000                    |
| Email address    | johannesb@icc.co.za             |

#### **Additional information**

|                          |   |
|--------------------------|---|
| Your hobbies             | Reading<br>Drawing<br>Photo Shooting<br>Documenteries |
| Driver licenses          | B Light Vehicle ≤ 3,500kg                             |
| Driver license from      | 2015-04-00 (9 years)                                  |
| Salary you wish          | 15 000 R per month                                    |
| How much do you earn now | 11 000 R per month                                    |