



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 Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

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

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 Drawing Photo Shooting Documentaries
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