



Sifiso Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Currently seeking, for job as an planning office sub assembly.

I have good human relations and interpersonal skill

good verbal and written communication skill

time and management skill

knowledge of pastel

ability to work under pressure

able to hold high level of confidential

Preferred occupation Administrators
Administrative jobs

Preferred work location Ekangala
Mpumalanga

Contacts and general information about me

Day of birth 1974-10-15 (49 years old)

Gender Male

Residential location Pretoria / Tshwane
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 2004.12 iki dabar**
 Company name zululand anthracite colliery
 You were working at: Miners
 Occupation planning office sub assembly
 What you did at this job position? strip and quote liaising with the outside supplier, repair and return with outside supplier, sub assembly maintaining stock and controlling it check that the stock is balance, do warrant claims, make sure that the item we repair to the supplier return on time and it correct, maintain a good quality standard in the department, make sure you control turnaround time to the supplier, make sure that you give the item to right supplier, knowledge of excel, microsoft word and outlook, pastel, work flow, sage

Education

Educational period **nuo 2003.01 iki dabar**
 Degree Diploma
 Educational institution durban university of technology
 Educational qualification national diploma in office and management technology
 I could work as an employee benefit administrator

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	very good

Computer knowledge

basic Microsoft, internet, email, intermediate Microsoft power point, Microsoft outlook, pastel, quadropro, work flow

Recommendations

Contact person mr AM Mamba
 Occupation Human Resource Manager
 Company Zululand Anthracite colliery
 Telephone number 035 8747417
 Email address almonm@zulac.co.za

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2009-03-00 (15 years)
 Salary you wish 30000 R per month
 How much do you earn now 40000 R per month