



# 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 (50 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 qoute 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 derpatment,make sure you contorl turnaround time to the supplier,make sue that you give the item to righ supplier,knowledge of excel,microsoft word and outylook,pastel,work flow,sage

**Education**

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

**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 Anthricite 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