



Bongiwe Brightness Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

-Doing the Report.

Preferred occupation Administrators
 The jobs I am looking for is Administration and Reception work.
Administrative Jobs

Preferred work location Durban City
 I am an ambitious female of 28 years with good health condition who is prepared to achieve the
KwaZulu-Natal
 desired goals of the job description, a very active person seeking for the challenging and rewarding
Pretoria / Tswane
 opportunity to demonstrate intellectual abilities and make positive contribution to your
Gauteng
 organization.
Middelburg
Mpumalanga

Contacts and general information about me

Department of Economic Development, Tourism and Environmental Affairs as an intern in Admin as from
 April 2017-March 2019 and I am currently acting in a vacant office of the SMME's Manager.
Female

Residential location Durban City
KwaZulu-Natal
 In addition to that I have a good interpersonal communication skills(written and verbal), good
 Telephone number Information is available only for registered users.
 communication and facilitation skills, time management, team work and problem solving, I am able
Sign in
 to work under pressure without compromising the quality of work. I have an ability to read and
 Email address Information is available only for registered users.
Sign in
 write. I am highly organised, love working with people and flexible and willing to relocate at my own
 expenses.

Work experience

Working period **nuo 2017.04 iki 2019.03**
 I would welcome an opportunity for an interview to access my potential.
 Company name Department of Economic Development, Tourism and
 Environmental Affairs (Edtea)

My positive points are as follows: Administrators
 Registration of Private Companies. Intern
 Registration of Companies. Office Administration Work
 Registration of Central Supplier Database.
 -Registration of Central Supplier Database.

Education

-Filling of the CIPC annual returns.
 Educational period **nuo 2014.02 iki 2016.11**
 -Operating on a switchboard.
 Degree Diploma
 -Attending incoming and outgoing phone calls and emails.
 Educational institution University of Zululand
 -Attending clients queries.
 Educational qualification Management of Cooperatives
 -Typing, filing and scanning.
 I could work Admin Clerk and Receptionist
 -Taking of the minutes.

Languages

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

Computer knowledge

Microsoft Office

Conferences, seminars

N/A

Recommendations

Contact person	Ms AZ Buthelezi
Occupation	Office Administrator
Company	Department of Economic Development, Tourism and Environmental Affairs
Telephone number	034 989 5100
Email address	zinhle.buthelezi@kznedtea.gov.za

Contact person	Mr MB Mkhithi
Occupation	Supervisor
Company	Department of Economic Development, Tourism and Environmental Affairs
Telephone number	034 989 5100
Email address	minenhle.mkhithi@kznedtea.gov.za

Additional information

Your hobbies	-Reading -Cooking -Watching Sports
Driver licenses	None
Salary you wish	R12000 R per month
How much do you earn now	R7000 R per month