



Kulani Khoza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administration jobs and I am willing to learn and work under pressure. I don't spend so much time on social activities and I love my work.

Preferred occupation	Receptionist Administrative jobs
	Secretaries Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga
	Malelane Mpumalanga
	Siyabuswa Mpumalanga
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-08-22 (30 years old)
Gender	Male
Residential location	Bushbuckridge Mpumalanga
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 2019.08 iki 2020.03
Company name	Tenteleni Primary School
You were working at:	Receptionist
Occupation	Data capturer
What you did at this job position?	Capturing data

Education

Educational period **nuo 2017.01 iki 2019.12**

Degree Diploma

Educational institution Tshwane university of technology

Educational qualification National Diploma in Public management

I could work Under pressure

Educational period **nuo 2010.01 iki 2014.12**

Degree Grade 12 / Matric

Educational institution Mzila high School

Educational qualification Diploma

I could work Under pressure

Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	very good	very good	very good
SiSwati	good	basic	basic
isiZulu	good	basic	basic
English	very good	very good	very good

Computer knowledge

Microsoft word

Microsoft Excel

PowerPoint

Good typing skills

Recommendations

Contact person	Delight Ntimane
Occupation	Saps Auditor
Company	Saps
Telephone number	0722590726
Email address	DN@ntimzo.gov.za
Contact person	Robbin Hlatshwayo
Occupation	Mentor
Company	Department of Labour
Telephone number	071549027
Email address	khozakulani95@gmail.com

Additional information

Your hobbies	Reading magazine Football Hockey
Driver licenses	None
Salary you wish	R9000 R per month
How much do you earn now	R0.00 R per month