



# Lufuno Mukhithi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Office assistants

## Contacts and general information about me

Day of birth	2000-03-09 (25 years old)
Gender	Male
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.12 iki 2019.06</b>
Company name	Uncle kitchen
You were working at:	Dishwashers
What you did at this job position?	Washing plates

## Education

Educational period	<b>nuo 2013.01 iki 2017.12</b>
Degree	Grade 12 / Matric
Educational institution	Lwamondo high school
Educational qualification	National diploma

## Languages

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

## Computer knowledge

Email (mail merge, filters, folders, rules)

Presentations/Slideshows (Powerpoint, Google Slides, OpenOffice Impress, Tableau)

Database Management (MS Access, Oracle, Teradata, IBM DB2, MySQL, SQL)

Quickbooks. Pro tip: talk about specific applications of your skills: Expense tracking, accounts payable, invoicing, cash flow management, employee time tracking, reports, payroll.

Social Media (Facebook, Twitter, Instagram). Pro tip: Explain how you apply your social media skills, e.g., talk about giveaways, post engagement metrics, reach, customer interaction.

Web (HTML, CSS, Javascript, WordPress, Joomla, Content Management Systems (CMS), code libraries

Writing Skills (WordPress, Yoast, SEO, technical writing, journalism, research, ghostwriting. Pro tip: Few are impressed by MS Word mastery, but a great WPM score does great for jobs in which turnaround matters!

Graphics (Photoshop, Illustrator, InDesign, Acrobat, Corel Draw, HTML/CSS

Enterprise Systems. Automated Billing Systems, Payment Processing, Customer Relationship Management (Salesforce, Oracle Netsuite) Enterprise Resource Planning (Oracle, SAP) Business Intelligence, Business Continuity Planning

MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)

#### **Conferences, seminars**

Google Drive (Docs, Sheets, Slides, Forms)

No

Spreadsheets (Excel, Google Sheets, OpenOffice Calc). Pro tip: List specific skills such as: pivot tables, comparative analyses, link to database, macros, sensitivity tables, vertical lookups.

#### **Recommendations**

Contact person	Takalani
Occupation	Nurse
Company	Katlego public hospital
Telephone number	0605412959
Email address	Patricialufunoo4@gmail.com

#### **Additional information**

Your hobbies	Following business and financial news Computing Reading business and financial magazines Being a member of a professional body Playing chess and puzzle games Playing team sports (basketball, tennis) coaching Keeping up with the latest developments in technology
Driver licenses	None
Salary you wish	R1500 R per month