

# Sphelele Khuzwayo

## Curriculum Vitae (CV)

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

A young energetic lady looking for a site clerk job, i've worked for Group Five construction company for 8 years as a Site clerk, im loyal, trustworthy and confident in what im doing. I've also done some HR work and Health & Safety as i like to learn new thing and implement them at the same time.

Preferred occupation      Site Clerk  
Construction jobs

## **Contacts and general information about me**

Day of birth 1984-12-26 (41 years old)

Residential location Durban City  
KwaZulu-Natal

Telephone number *Information is available only for registered users.* [Sign in](#)

**Email address** *Information is available only for registered users.* [Sign in](#)

## Work experience

Working period **nuo 2013.04 iki 2020.01**

Company name GROUP FIVE CONSTRUCTION

You were working at: **Procurement officer**

Occupation Site Clerk

What you did at this job position? Requisition, payroll, time keeping

## Education

Educational period **nuo 1992.01 iki 2003.12**

Degree Grade 12 / Matric

Educational institution Mpolweni Secondary School

Educational qualification Matric

Educational period	<b>nuo 2009.03 iki 2010.11</b>
Degree	Certificate
Educational institution	Computer College South Africa
Educational qualification	Secretarial Certificate
I could work	As a receptionist
 Educational period	<b>nuo 2020.03 iki 2021.02</b>
Degree	Certificate
Educational institution	NOSA
Educational qualification	Health & Safety Principles
I could work	SHE Rep

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent

### **Additional information**

Driver licenses	None
Salary you wish	R6000.00 R per month
How much do you earn now	R0.00 R per month