



# Lwandiso Kolotla

Curriculum Vitae (CV)

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

Email address lwandisodaliyolo@gmail.com

I would appreciate if you alert me via email or cell phone if you receive my application. I am available for interview anytime. looking forward to hearing from you soon.

Sincerely

Lwandiso

Cell 0731391874

Preferred occupation: Administrators  
 I'm looking for administration job, receptionist and data capture because im good when it comes to computer skills  
 Preferred work location: East Rand  
 i have 3 years experience in administration.

### Contacts and general information about me

Dear sir/madam

Gender: Male

Residential location: West Rand  
 Application for employment: Gauteng

Telephone number: *Information is available only for registered users.*

I hereby which apply for the position that is available in your organisation. I strongly believe that I

Email address: *Information is available only for registered users.*  
 would be of great assistance to your organisation as I am capable young and energetic person with unlimited knowledge always willing to learn, relevant and favourable qualities to perform the job

### Work experience

Working period: **nuo 2018.09 iki 2021.01**  
 Work and ambitious , goal driven person who is intelligent and diligent, an ambitious and hardworking person who loves challenges and willing to learn new this every day. I am able and willing to work under pressure to deliver and achieve set goals. I have patience, a good team player as well as ability to build and maintain a good working relationships.

What you did at this job position? handling reception duties, administration duties

and my experience can play a vital role in your organisation. In addition, I am certain that I can bring positive changes to your organisation by coming up innovative ideas, only if I am given a

Company name: SAPS  
 chance to prove myself. As an extension of my inclination to analyse everything, I intend to analyse

You were working at: HR intern

Occupation: INTERN

I have the following Qualification.

What you did at this job position? Administration duties

☐ Matric: (grade 12)

### Education

☐ National Diploma: Human resource management

☐ Degree Level 4 Long Term Insurance Diploma

☐ Drivers licence code 10 with pdp king hintsa tvet college

☐ 3/4 Years/ experience working as admin human resource management

☐ Certificate of completion yes

Please feel free to contact me anytime on 0731391874

### Languages

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

### Computer knowledge

Microsoft office

excel

word

power point

### Conferences, seminars

tour guider level 2 in 206

covid 19 awareness training in 2020

### Recommendations

Contact person	Lulamile gcadana
Occupation	Supervisor
Company	SAPS
Telephone number	0825636458
Email address	Gcadana-l@saps.gov.za

### Additional information

Your hobbies	travelling, reading and exercising
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-09-00 (6 years)
Salary you wish	7000 R per month
How much do you earn now	6500 R per month