



Makhosi Halalisiwe Khumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking, passionate, consistent and disciplined individual.very good working with working working with people. computer literacy with Ms word,Ms Excel, Data-based and email.Ability to work as a team,under pressure and and meet deadlines.Time management.Ability to maintain confidentiality and good problem solving skill

Preferred occupation	Shop assistants Retail, store jobs
	Receptionists Hotel jobs
	Front Desk Agent Administrative jobs
	Housekeeper Hotel jobs
	Generals General jobs

Contacts and general information about me

Day of birth	1994-09-18 (31 years old)
Gender	Female
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 2016.01 iki 2017.07
Company name	Department of Social Development
You were working at:	HR intern
What you did at this job position?	Update the attendance registers for the staff, Typing of correspondence, photocopying,faxing and emailing.

Working period **nuo 2019.04 iki 2019.11**
 Company name **UMFOLOZI TVET COLLEGE**
 You were working at: **Learnership**
 What you did at this job position? **Fridges and air-conditioning**

Education

Educational period **nuo 2014 iki dabar**
 Degree **Certificate**
 Educational institution **Majuba Tvet college**
 Educational qualification **N6 in Human Resources Management**
 I could work **I could work as a clerk, as a receptionist, as a front desk consultant and as a personal assistant**

Languages

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

Recommendations

Contact person	Hlengiwe Mbatha
Occupation	Mentor
Company	Department of Social Development
Telephone number	0355511850
Contact person	Mr Nhlozi
Occupation	Director
Company	Nhlozi Business Solutions
Telephone number	0781969276
Contact person	Mr Cooks
Occupation	Mentor
Company	Kwa-Dukuka appliances
Telephone number	0825611702

Additional information

Your hobbies **Reading and cooking**
 Driver licenses **None**