

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

Housekeeper Hotel jobs

Generals

General jobs

Contacts and general information about me

Day of birth 1994-09-18 (31 years old)

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 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