



Themba lethu Khuzwayo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Human resources internship position in order to put all that I have learnt into practice and gain experience in this field. I am a very energetic and enthusiastic person who always strives to complete tasks to the best of my ability. Due to my enthusiasm, I tend to see problems as opportunities for growth and look at life as a constant journey and adventure where there is plenty to see and learn. I always remain calm and respectful irrespective of the situation I may be put in. I am a fast learner and adaptable to any environment I am put in which allows me to thrive not only on my own but also in a team setting. I am a hard worker who is disciplined and this is shown in my academic record. I am always looking to learn not only to improve as a person but also to refine my skills and add to them. My previous work experiences have taught me not only how to follow a lead but to also lead in an effective way that helps everyone in the team and meets the needs of everyone as they may all differ. This has taught me a great deal of patience.

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|-------------------------|---|
| Preferred occupation | HR intern Management, human resources jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

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|----------------------|--|
| Day of birth | 1999-05-24 (24 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| 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 2020.11 iki 2021.01**
 Company name Cotton On
 You were working at: Shop assistants
 Occupation Casual sales associate
 What you did at this job position? Assisted customers in finding items that they needed and boost sales in every way possible by delivering exceptional customer service. I was responsible for ensuring that the store is well kept, clean and all stock is unpacked.

Working period **nuo 2021.03 iki 2021.12**
 Company name Rhodes university psychology department
 You were working at: Other jobs
 Occupation Organisational Psychology 3 Tutor
 What you did at this job position? Facilitate tutorial group sessions to go over assigned work to gage students' understanding and to help if there is any uncertainty about the work. assist lecturers in marking assignments and providing feedback back to the students.

Education

Educational period **nuo 2021.01 iki 2021.12**
 Degree Honours
 Educational institution Rhodes University
 Educational qualification Bachelor of Arts Honours in Organisational Psychology
 I could work Human Resources

Educational period **nuo 2018.01 iki 2020.12**
 Degree Degree
 Educational institution Rhodes University
 Educational qualification Bachelor of Arts in Organisational Psychology and Linguistics
 I could work Human Resources

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | good |
| Afrikaans | very good | very good | very good |

Computer knowledge

Windows, Microsoft Office (Word, PowerPoint, Excel, Outlook).

Recommendations

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|------------------|---|
| Contact person | Sarah Moore |
| Occupation | Tutor Coordinator |
| Company | Rhodes University Psychology Department |
| Telephone number | 0466037212 |
| Email address | Sarah.moore@ru.ac.za |

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|------------------|---------------|
| Contact person | Elaine Kalov |
| Occupation | Store Manager |
| Company | Cotton On |
| Telephone number | 0114756007 |

Additional information

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|---------------------|--|
| Your hobbies | Dancing Singing Exploring new places and meeting new people reading |
| Driver licenses | B Light Vehicle \leq 3,500kg |
| Driver license from | 2021-02-00 (3 years) |
| Salary you wish | 10000 R per month |