



Lutendo Thandavhathu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for admin job or in hr group...And I can also do general2 work...my points is to enhance my professional skills,capabilities and knowledge on an organisation which recognises the value of hard work and trusts me with responsibilities and challenges.

Preferred occupation	Personal assistant Administrative jobs
	HR intern Management, human resources jobs
Preferred work location	Thohoyandou Limpopo
	Middelburg Mpumalanga

Contacts and general information about me

Day of birth	1996-01-25 (28 years old)
Gender	Female
Residential location	Thohoyandou Limpopo
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 2018.01 iki 2019.12
Company name	Sudzulusani primary school
You were working at:	Cleaners
Occupation	Cleaner
What you did at this job position?	Cleaning school yard,wall Cleaning,irrigation service,cleaning toilets and classrooms

Working period **nuo 2020.12 iki 2021.04**
 Company name Tshivhungululu primary school
 You were working at: Aftercare assistant
 Occupation Education assistant
 What you did at this job position? Assist educators with administration. Screening everyone ,maintaining safe ,clean and secure environment.supervise group activities of learners and carry out administrative tasks as required by the school and capturing school data

Working period **nuo 2022.02 iki dabar**
 Company name Assupol
 You were working at: Agents
 Occupation Sales Representative
 What you did at this job position? Traveling around recruiting customers to join assupol....

Education

Educational period **nuo 2009.01 iki 2013.12**
 Degree Grade 12 / Matric
 Educational institution Frans Rasimphi secondary school
 Educational qualification Diploma
 I could work Yes

Educational period **nuo 2015.01 iki 2016.12**
 Degree Diploma
 Educational institution Icollage
 Educational qualification National diploma in human resources management
 I could work Yes

Languages

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

Computer knowledge

Computer literacy
Recommendations

Microsoft excel	
Contact person	Mrs NC Manwadu
Power point	
Occupation	Principal
Microsoft word	
Company	Sudzulusani primary school
Microsoft access	
Telephone number	0837414396
Typing skills	
Contact person	Mr Molefe Mathabi Daniel
Occupation	Manager
Company	Assupol
Telephone number	0791420627

Additional information

Your hobbies	To travel.. Reading Challenges,challenges makes me to know better and learn new thing each and everyday of my life... To work (any kind of work,to keep myself busy and learning)
Driver licenses	None
Salary you wish	15 000 R per month
How much do you earn now	4000 R per month