



Philani Zama Mathunjwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that matches my qualification and experience, a job in teaching or anything related to hospitality.

I have a National Diploma in Hospitality and Catering Services which I obtained at Majuba TVET College and am currently a part time employee at Muthi ka-Tau enterprise where I am working as a Data Capturer.

A self-motivated, meticulous and hardworking professional being with an eighteen (18) months experience working as a Trainee Chef at Majuba Newcastle Training Centre and a thirteen (13) months experience obtained at Amajuba Caterers and Décor where I was working as an Assistant Chef.

Proven strength in planning, organising and analytical skills. Works effectively under pressure, able to work independently and an integral professional team player. Have strong interpersonal and cognitive skills; knowledge of Microsoft office and also aware of emailing, faxing, photocopying as well as use of internet.

I am certain that I can be an efficient part of any company's team.

Preferred occupation

Teachers
Teaching jobs

Chefs
Kitchen jobs

Receptionists
Hotel jobs

Restaurant managers
Restaurant, bar service jobs

Salesman
Sales jobs

Cashiers
Retail, store jobs

	Shop assistants Retail, store jobs
	Bookbinder Labour jobs
	Data capturers Administrative jobs
	Call Centre agent Administrative jobs
	Front Desk Agent Administrative jobs
	Filing clerk Administrative jobs
	Personal assistant Administrative jobs
	Receptionist Administrative jobs
	Bookkeeper Administrative jobs
	Customer care agent Administrative jobs
	Switchboard operator Administrative jobs
	Secretaries Administrative jobs
	Dispatchers Administrative jobs
Preferred work location	Durban City KwaZulu-Natal
	East Rand Gauteng
	South Coast (Ugu) KwaZulu-Natal
	Drakensberg KwaZulu-Natal
	Midlands KwaZulu-Natal

Contacts and general information about me	
Day of birth	1990-09-10 (33 years old)
Gender	Male
Residential location	North Suburbs KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period	nuo 2018.05 iki dabar
Company name	Muthi ka-Tau Enterprise
You were working at:	Data capturers
Occupation	Data Capturer
What you did at this job position?	<ul style="list-style-type: none">• Manual data input from paper-based sources into the electronic system• Using spreadsheets to manipulate data (charts, tables, etc)• Ensuring all the information in the system is accurate and up-to-date• Keep records filed or removed, using logbooks, or computers• Sort or classify information according to guidelines• Quarterly maintenance of records to ensure they are not mis-filed• Pulling, copying, and batching of records for annual audits• Assist with various ongoing projects as needed• Ensuring the Data Protection Act is adhered to at all times• Ensuring the safety and security of the company's data system
Working period	nuo 2017.02 iki 2018.03
Company name	Amajuba Caterers and Decoration
You were working at:	Chefs
Occupation	Assistant Chef
What you did at this job position?	<ul style="list-style-type: none">• Food preparation• Designing, planning and implementing creative executive menu• Ensuring food is properly prepared and transported safely to event venues• Choreographing food line setup at locations and providing the most effective flow• Promptly clearing and cleaning of food setup areas upon completion of meal service
Working period	nuo 2015.03 iki 2016.09
Company name	Majuba Newcastle Training Center
You were working at:	Chefs
Occupation	Trainee Chef
What you did at this job position?	<ul style="list-style-type: none">• Cooking• Menu Planning• Manage all kitchen functions and events (in absence of supervisor)• Stock Taking• Serving Customers• Control Systems• Reception

Education

Educational period	nuo 2012.01 iki 2014.12
Degree	Diploma
Educational institution	MAJUBA TVET COLLEGE
Educational qualification	National Diploma in Hospitality and Catering Services
I could work	As a Chef

Educational period	nuo 2008.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	BETHAMOYA HIGH SCHOOL
Educational qualification	Matric
I could work	As a General Worker

Languages

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

Computer knowledge

Microsoft Office
Send and receive emails
Use of internet

Recommendations

Contact person	Mr Xolani Thinane
Occupation	Owner
Company	Muthi kaTau Enterprise
Telephone number	081 569 7911 / 083 543 2904
Email address	xthinane@gmail.com
Contact person	Mr Satesh Maharaj
Occupation	Canteen Manager
Company	Majuba TVET College
Telephone number	034 318 2021 / 083 867 4133
Contact person	Mr Thabo Morris
Occupation	Owner
Company	Amajuba Caterers and Decoration
Telephone number	061 442 3835

Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R7000 R per month