



Mbuiseni Cashius Lukhwareni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Based on the job description, your organization is searching for an administrative assistant with both strong technical abilities and interpersonal skills, and I think my experience of working as an office assistant previously will align with the responsibilities that I would be shouldering. I am a good communicator with experience making phone calls, giving presentations in person, and exchanging emails. I'm also proficient in various pertinent software packages, such as spreadsheet applications and content management systems. If given a chance, I would like to contribute my broad range of skills to your organization.

Preferred occupation	Administrators Administrative jobs
	Supervisor Construction jobs
	Cashiers Retail, store jobs
Preferred work location	Rustenburg North West
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1993-10-03 (30 years old)
Gender	Male
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 2021.11 iki 2023.04
Company name	Tshitereke Primary School
You were working at:	Administrators
Occupation	Clerk and Administrator
What you did at this job position?	Capturing Data/Filling/Office Work and SA-SAMS Official

Education

Educational period	nuo 2017.01 iki 2018.12
Degree	Certificate
Educational institution	Vhembe TVET Collage
Educational qualification	Management Asstistant
I could work	Personal Assistant

Educational period	nuo 2007.01 iki 2014.11
Degree	Grade 12 / Matric
Educational institution	Tshivhase Secondary School
Educational qualification	Matric
I could work	General worker

Educational period	nuo 2019.01 iki 2020.12
Degree	Certificate
Educational institution	Northern Technical Collage
Educational qualification	Supervisor of Construction
I could work	Supervisor

Languages

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

Computer knowledge

I am computer skillful when it comes on Microsoft Office Suite, software collection containing applications such as Microsoft Word, PowerPoint, Teams, and Excel, among others. I am proficient in Word for creating documents, PowerPoint for making presentations, Excel for organizing and analyzing data, and Outlook for emailing.

Conferences, seminars

I've never attended any conferences related my course.

Recommendations

Contact person	Nwashe M.j
Occupation	The School Principal
Company	Tshitereke Primary School
Telephone number	071 363 9828
Email address	tshitereke.primary@gmail.com

Additional information

Your hobbies	Listening to the Music most of the time for enjoyment
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-02-00 (9 years)
Salary you wish	8500 - 9000 R per month
How much do you earn now	4000 R per month