



# Vuyolwethu Hlakadala

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am Vuyolwethu Hlakadala live in Cape town, Khayelitsha I have grade 12 also done National Diploma in Management Assistant I am looking any job in a company where I can utilise my skills and improve my career path and help the organisation to reach their goals and objectives, I am very committed person I love challenges.

I can make a decision under a lot of pressure (good decision maker) I can be work with no supervision, willing to learn new things. I would like to see myself as an expert of my job description.

Preferred occupation	Shop assistants Retail, store jobs
	Network administrators IT, computing jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1994-10-27 (31 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.02 iki 2022.12</b>
Company name	King Hintsa TVET College
You were working at:	Administrators
Occupation	Assist Admin Clerk
What you did at this job position?	Data capture, receptionist and filling

## Education

Educational period	<b>nuo 2016.06 iki 2018.12</b>
Degree	Diploma
Educational institution	King Hintsa TVET College
Educational qualification	Diploma in Management
I could work	None

#### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	very good	very good	very good
English	good	good	good

#### Computer knowledge

Ms word, power point, excel, access, email and outlook

#### Recommendations

Contact person	Ms N Mpongo
Occupation	Administration
Company	King Hintsa TVET College
Telephone number	0793523400
Email address	nmpongo@kinghintsacollege.edu.za
Contact person	Ms Mgedezi
Occupation	Supervisor (Senior Lecturer)
Company	King Hintsa TVET College
Telephone number	0607625094
Email address	nmgedesi@kinghintsacollege.edu.za

#### Additional information

Your hobbies	Sports Reading newspaper
Driver licenses	None
Salary you wish	3000 R per month
How much do you earn now	350 R per month