



# Luzuko Lurayi

Curriculum Vitae (CV)

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

I am looking for a driver position, I have strengths in time management, customer service, and possibly navigating efficiently through Gauteng.

Preferred occupation	Truck drivers Driver jobs
	Car drivers Driver jobs
	Administrators Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	East Rand Gauteng
	West Rand Gauteng
	Vereeniging Gauteng
	Sedibeng Gauteng

## Contacts and general information about me

Gender	Male
Residential location	Sedibeng Gauteng
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 **nuo 2022.01 iki 2024.01**

Company name Sizamulwazi Public School

You were working at: Administrators

Occupation Office administrator

What you did at this job position? Assisted in administrative tasks such as scheduling appointments, managing correspondence, and maintaining office supplies. Supported HR functions including recruitment coordination and employee record maintenance.

### Education

Educational period **nuo 2013.01 iki 2015.12**

Degree Grade 12 / Matric

Educational institution Lehana SSS

Educational qualification National Senior Certificate

Educational period **nuo 2017.07 iki 2021.12**

Degree Diploma

Educational institution Boston City Campus and Business College

Educational qualification Human Resource Management

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent
Setswana	very good	very good	very good

### Computer knowledge

Driving and Road Safety: Skilled in defensive driving, vehicle safety checks, and adherence to road regulations.

Adaptability: Willing to relocate and adaptable to different work environments and responsibilities.

Documentation and Record-Keeping: Proficient in maintaining accurate records, inventory tracking, and daily log management.

Administrative Skills: Strong organizational skills with attention to detail in document management

**Recommendations**

Contact person	Mr K. Sibizo
Occupation	H.O.D
Computer Literacy:	Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); holder of a
Company	Sizamulwazi Primary School
Microsoft Digital Literacy Certificate	
Telephone number	0786815185

**Additional Information**

Additional Information	Strong written and verbal communication skills; fluent in English, Xhosa, Sotho, and Zulu
Driver Licenses	EC Articulated Extra Heavy Vehicle > 16,000kg
Driver license from	2024-07-00 (1 years)

Customer Service: Experienced in engaging professionally with clients and maintaining high standards of service.