



# Londiwe Khaula

Curriculum Vitae (CV)

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

I am currently an HR Administrator for iMvula Quality Protection. I would like any Administrative jobs including Secretarial, PA And Front Desk.

I am assertive, attentive, zesty individual who is not afraid to ask and learn new thing within a company. I believe to be a person who can work in a team and also as an individual. I am a strong believer of having daily action plans and ticking off as the task for the day has been complete, should there be any thing that I can not solve on my own, I believe asking for assistance or guidance would be the way to rather than thinking my decision is correct.

I speak very fluent English, not so fluent Afrikaans yet I do have a great understanding of the language. I am a Zulu speaking female. I always make sure I look representable and respectable. I also believe that respect is a two way stream. I am very confident and a person that always leaves home issues, at home.

Preferred occupation	Data capturers Administrative jobs
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Preferred work location	Durban City KwaZulu-Natal
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## Contacts and general information about me

Day of birth	1981-04-15 (44 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period **nuo 2002.03 iki 2010.06**  
 Company name International Convention Centre  
 You were working at: Generals  
 Occupation Event Co ordinator  
 What you did at this job position? Meet up with client who has booked for a fuction, go over details. Changes, additional. Run the function on the day according to details. Manage staff on the floor. Reports at the end of the fuction.

Working period **nuo 2013.03 iki 2018.10**  
 Company name iMvula Quality Protection  
 You were working at: Administrators  
 Occupation Client Retention Manager and HR Admin  
 What you did at this job position? Client Retention- Compiling Tenders, Calling clients to check on any issues.HR Admin, All HR Relation matters, Data capturing, internal hearings, CCMA, Recruitment, Pay role, Reception.

### Languages

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

### Computer knowledge

Microsoft Office, Publisher, Windows, Outlook, Excel, Programmer, Opera, MIS,Powerpoint

### Conferences, seminars

Train the Trainer  
 SA Host  
 Basic Health and Safely  
 Leadership skills  
 Easy Roster

### Recommendations

Contact person Mr Khehla Shinga  
 Occupation HR Manager  
 Company iMvula Quality Protection  
 Telephone number 031 700 9190  
 Email address kznhr@imvula.net

Contact person	Mr Johannes Basi
Occupation	Operations Manager
Company	International Convention Centre
Telephone number	031 360 1000
Email address	johannesb@icc.co.za

#### Additional information

Your hobbies	Reading Drawing Photo Shooting Documentaries
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-04-00 (10 years)
Salary you wish	15 000 R per month
How much do you earn now	11 000 R per month