



Sifiso Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Currently seeking, for job as an planning office sub assembly.

I have good human relations and interpersonal skill

good verbal and written communication skill

time and management skill

knowledge of pastel

ability to work under pressure

able to hold high level of confidential

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Ekangala Mpumalanga
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Contacts and general information about me

Day of birth	1974-10-15 (51 years old)
Gender	Male
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2004.12 iki dabar
Company name	zululand anthracite colliery
You were working at:	Miners
Occupation	planning office sub assembly
What you did at this job position?	strip and qoute liaising with the outside supplier,repair and return with outside supplier,sub assembly maintaining stock and controlling it check that the stock is balance,do warrant claims,make sure that the item we repair to the supplier return on time and it correct,maintain a good quality standard in the derpatment,make sure you contorl turnaround time to the supplier,make sue that you give the item to righ supplier,knowledge of excel,microsoft word and outylook,pastel,work flow,sage

Education

Educational period	nuo 2003.01 iki dabar
Degree	Diploma
Educational institution	durban university of technology
Educational qualification	national dimploma in office and management technology
I could work	as an employye benefit admistrator

Languages

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

Computer knowledge

basic Microsoft,internet,email,intermediate Microsoft power point, Microsoft outlook, pastel,quadropro,work flow

Recommendations

Contact person	mr AM Mamba
Occupation	Human Resource Manager
Company	Zululand Anthricite colliery
Telephone number	035 8747417
Email address	almonm@zulac.co.za

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2009-03-00 (16 years)
Salary you wish	30000 R per month
How much do you earn now	40000 R per month