



Phumelele Success Duze

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative jobs.

Preferred occupation	Debtors clerk Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1984-01-04 (42 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2018.01 iki 2019.03
Company name	Durban University Of Technology
You were working at:	Debtors clerk
Occupation	Debtors clerk
What you did at this job position?	Unblocking students accounts for them to be able to register. Capturing data and filling students information.
Working period	nuo 2009.01 iki 2015.02
Company name	Khulisa social solutions
You were working at:	Other jobs
Occupation	Facilitator
What you did at this job position?	Facilitating a diversion programme and counselling ex convicts who are juvenals.

Education

Educational period **nuo 2009.01 iki 2009.07**
 Degree Grade 12 / Matric
 Educational institution Durban Commercial college
 Educational qualification Matric
 I could work I could work under pressure and under any weather condition

Educational period **nuo 2011.01 iki 2011.10**
 Degree Certificate
 Educational institution Bytes Technology
 Educational qualification Basic computer skills
 I could work I could work under pressure and under any weather conditions

Educational period **nuo 2018.01 iki 2018.07**
 Degree Certificate
 Educational institution Pinetown Child and family welfare society
 Educational qualification Peer educator
 I could work Facilitate and mentor my peers and adults

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent

Computer knowledge

Ms word, receiving and sending email, data capture.

Conferences, seminars

None

Additional information

Your hobbies Exercising, cooking, reading informative books and magazines and socialising.
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2010-10-00 (15 years)
 Salary you wish R7000 R per month
 How much do you earn now None R per month