



# 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 (41 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2018.01 iki 2019.03</b>
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	<b>nuo 2009.01 iki 2015.02</b>
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