



# 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<br>Administrative jobs |
| Preferred work location | Durban City<br>KwaZulu-Natal         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1984-01-04 (42 years old)   |
| Gender               | Female  |
| Residential location | Durban City<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><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.<br>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        | <b>nuo 2009.01 iki 2009.07</b>                               |
| 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        | <b>nuo 2011.01 iki 2011.10</b>                               |
| 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        | <b>nuo 2018.01 iki 2018.07</b>                               |
| 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**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| 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  |