

KUTLWANO MHLANGA

Matric | Computer Literate | Available Immediately

Cell: 063 859 6730 | Email: kutlwanomhlanga18@gmail.com | Tokoza, Gauteng

Languages: English, Zulu, Sesotho

PERSONAL PROFILE

Motivated and disciplined individual with National Senior Certificate (Matric) and strong computer literacy. Fast learner, reliable and able to work well in a team. Currently unemployed and immediately available, seeking an opportunity to grow in a learnership support role where I can use my computer and people skills.

EDUCATION

National Senior Certificate (Matric) - 2018

Tiisetsoong Secondary School

Subjects: English, Zulu and Sesotho

COMPUTER LITERACY & SKILLS

- Microsoft Office: Word, Excel, PowerPoint, Outlook
- Email and Internet Research
- Typing and Data Capturing
- Good Communication and Customer Service Skills

PERSONAL ATTRIBUTES

- Strong teamwork ability
- Punctual, honest and hardworking
- Able to follow instructions and work well with others
- Good time management
- Willing to learn and adapt quickly
- Fluent in English, Zulu and Sesotho

ADDITIONAL INFORMATION

- Currently not employed (available immediately)
- No criminal record
- Able to work under pressure and meet deadlines

REFERENCES

Available on request