# personal profile

A self motivated and hardworking personnel, an effective communicator at all level within the organization,

The ability to work effectively under pressurizing conditions in order to meet deadlines and to provide

Superior customer service, ability to type 60 words per minute and advanced computer literacy

# personal details:

Full names : Senzelweyinkosi Zwelihle

Surname : Xulu

Cell phone number : 0739969246

Identity number : 920115 5637 08 0

Date of birth : 1992-01-15

Gender : Male

Nationality : South African

Criminal record : None

Other languages : English and Afrikaans (Read, Write and speak)

# academic details

**SECONDARY EDUCATION**

Name of school : Nsabekhuluma High School

Highest grade passed : Grade 12

Year : 2008

Subjects passed : isiZulu First language

English Second language

Mathematics

Accounting

Life Sciences

Physical Science

Life Orientation

**TERTIARY EDUCATION**

Name of Institution : Durban University of Technology

Qualification : National Diploma; Information Technology

Duration : 3 years (from 2010 to 2012)

Major subject : Development Software

Technical Programming

Other subjects : System Software

Information Systems

# Knowledge, skills and abilities

**Knowledge**

* Ability to maintain a high level of accuracy and confidentiality concerning financial and employee files

**Skills**

Excellent interpersonal, team building, analytical and problem solving, decision making, effective verbal, listening and communications skills, attention to detail and high level of accuracy, effective written communications skills, stress management skills as well as time management skills.

**Computer skills**

* Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* Microsoft Publisher
* Internet.

**Personal Attributes**

Honest, trustworthy, respectful, possess cultural awareness and sensitivity, flexible and able to demonstrate sound work ethics

# Work experience

Employer : Mr. Price

Position held : Customer Assistant

Type of employment : Casual

Date of appointment : 05 November 2009 to 30January 2010

Reason for leaving : Contract expired

# References

Contact person : Mr. E.M Mhlophe

Organization : Department of Education

Position held : Teacher

Cell Number : 079 5972441

Contact person. : Mr. Z. Vilakazi

Organization : Durban University of Technology

Location : Durban

Position held. : Lecture

Telephone number (Office) : 031 3735596