



Nonduzo Dee Zibsni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Responsible for Disciplinary action
- Company Representative at CCMA
- Distribution of Uniforms
- New Employee Packs (Contracts) and conduct staff inductions
- Payroll, Pay Queries
- Typing Documents, Ms Word, Ms Excel and Ms Power Point
- Manage Filing (Staff Files per Department)
- Data Capturing (Laboursoft System)
- Monitoring Clockings (XTime 200, HRPM System)
- Scheduling Supervisors Meetings and taking minutes
- Distribution of Payslips to Department heads
- Attending to staff personnel issues
- Authorization of Overtime
- Filling in of IOD (Injury on Duty) forms and submitting them
- Bookings for staff Trainings including Supervisors
- Termination of services based on Probation or Dismissal
- Attend to incoming calls and emails and respond to them

Preferred occupation HR specialists
Management, human resources jobs

Contacts and general information about me

Day of birth	1990-08-04 (33 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

Additional information

Salary you wish 15 000 R per month

How much do you earn now 8 195 R per month