



Tembisa Hazel Vatsha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration, my positive points are excellent client service, supervisory n mentoring skills. Training skills n team work. Ive been working for a Government department, managing a Regional office. Leading 13 employees under my supervision. Incharge of the pool cars, training of new employees. Doing budget for the office, doing daily, weekly, monthly and anual reports. Aproving leave taking for employees. Doing PMDS assessment, both Reviews and Evaluation. Conducting interviews.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Umtata / Mthatha Eastern Cape
	Cape Town Western Cape

Contacts and general information about me

Gender	Female
Residential location	Umtata / Mthatha Eastern Cape
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

Work experience

Working period	nuo 2009.06 iki 2020.09
Company name	Government Pension (National Treasury)
You were working at:	Supervisor
Occupation	Office Manager
What you did at this job position?	Incharge for the whole office, supervising a client walk in center.

Education

Educational period	nuo 2000.04 iki 2003.09
Degree	Diploma
Educational institution	BMC-Business Management College
Educational qualification	Diploma in Human Resources Management

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
isiXhosa	very good	very good	very good

Computer knowledge

Excel, PowerPoint, Word, Internet,

Conferences, seminars

Management Conferences (Department MENCO)

Recommendations

Contact person	Mr Lindeque
Occupation	Senior Manager
Company	National Treasury (Government Employees Pension Fund)
Telephone number	012 399 2543
Email address	mario.lindeque@gpaa.gov.za

Additional information

Your hobbies	Reading.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2008-09-00 (16 years)
Salary you wish	10 000 R per month
How much do you earn now	6000 R per month