



Kanyisa Gqirana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Recruitment and Selection processes
- Sifting educator and non-educator applications for the preparation of selection and interview processes
- Profiling of vacant positions to be advertised for upcoming bulletins and circulars
- Processing recommended applications to be recorded on Persal for further appointment.

I am now looking for a more secure, challenging and permanent employment in line with my field of study and experience acquired.

I would appreciate the opportunity to discuss my qualifications and your employment opportunities in more details.

Preferred occupation **HR specialists**
Management, human resources jobs

Recruitment professional
Management, human resources jobs

I am a motivated "self-starter" that possesses mature leadership and communication skills with the ability to organise, plan and execute tasks. I am a hard working person who is willing to learn new tasks. I adapt easily to new environments and am also a team player who has good networking and presentation skills.

Preferred work location **Port Elizabeth**
Eastern Cape
Jonathanburg
Gauteng

Pretoria / Tshwane
Gauteng

I obtained my Diploma in 2016 and Bachelor of Technology in Human Resource Management in 2018 at the Nelson Mandela University.

Durban City
KwaZulu-Natal

Cape Town
Western Cape

I have worked at the Department of Education (2011-2015) in a program conducted each year as an Examination Assistant.

Contacts and general information about me

Day of birth 1991-07-22 (33 years old)
A manufacturing company, Tenneco, provided me with an opportunity to participate in an employee pulse survey (May 2017) to assist the company to measure and understand the perception of Residential location Port Elizabeth
Tenneco and what motivates employees to succeed. The program was for a period of two weeks and was in line with my qualifications, therefore allowed me to leverage my expertise.

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Email address The Department of Education also provided me with an opportunity to build my experience through a two-years Internship program 2017/2019 and has been extended to present.

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Additional information

Salary you wish R25 000 R per month
I have acquired experience through these programs,

How much do you earn now R5 500 R per month
• Performance Management Systems

- Capturing and updating employee quarterly work plans on government information systems (Persal)
- Recording training needs analysis for future training programs

- The development of the Work Skills Plan for the implementation of training and development needs of the organization