



# Jacquile Arnoldus

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Dear Hiring Manager,

I am a 22 year old male from Wellington. I have my own reliable transport and a valid Code B driver's license. I am currently employed as a HR Intern at Casidra SOC Ltd, since January 2020. In my current role, my primary duties include: assist with the drafting of job advertisements, shortlisting of candidates for interviews, scheduling of interviews, arranging the venue and venue set up for interviews, preparing interview packs, compiling interview reports, compiling contract addendums, compiling probation letters, compiling service certificates, keeping the HR Information system up to date (Scubed), scheduling meetings with service providers, purchasing and issuing of gift vouchers (rewards & recognition), processing of long service rewards payments, assist with the signing of employment contracts, monthly leave balance reports, copying of documents, personnel administration (filing), assist with arranging performance assessments, switchboard duties, arranging employee training and workshops, assist with arranging team buildings and wellness interventions.

I have completed my Human Resource Management qualification from N4 until N6 at Boland College, Paarl, where I was nominated as top achiever in my N4 semester and also received distinctions from N4 until N6 in my Computer practice subject, which include training of the MS Office package.

I am a young creative, energetic individual who is willing to do my utmost best to contribute with excellent service delivery to the success of a company. I function well in a team, as well as on my own and I am willing to learn and do what it takes to ensure excellent results at all times.

Thank you for taking the time to read my cover letter.

Sincerely,

Jacquile Arnoldus

Preferred occupation Administrators  
Administrative jobs

Preferred work location Cape Town  
Western Cape

**Contacts and general information about me**

Day of birth 1998-09-24 (26 years old)

Gender Male

Residential location Cape Winelands  
Western Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

**Work experience**

Working period **nuo 2017.07 iki 2017.12**

Company name The Department of Social Development, Paarl - East

You were working at: Social worker

Occupation Social Auxiliary Work Student

What you did at this job position? Administration of documents, Reception, Switchboard duties, assisting with organizing of functions, following up on clients (telephonic), and updating caseload registers.

Working period **nuo 2020.01 iki dabar**

Company name Casidra SOC Ltd

You were working at: HR intern

Occupation HR Intern

What you did at this job position? Assist with the drafting of job advertisements Shortlisting of candidates for interviews Scheduling of interviews Arranging the venue and venue set up for interviews Preparing interview packs Compiling interview reports Compiling contract addendums Compiling probation letters Compiling service certificates Keeping the HR Information system up to date Scheduling meetings with service providers Purchasing of gift vouchers (rewards & recognition) Processing of long service rewards payments Assist with the signing of employment contracts Monthly leave balance reports Copying of documents Personnel Administration (filing) Assist with arranging performance assessments Switchboard duties Arranging employee training and workshops Arranging team buildings and wellness interventions

**Education**

Educational period **nuo 2017.01 iki 2017.06**

Degree Certificate

Educational institution Hugenote Kollege

Educational qualification Social Auxiliary Work

Educational period **nuo 2018.01 iki 2019.06**  
 Degree Diploma  
 Educational institution Boland College  
 Educational qualification National Certificate : Human Resource Management

Educational period **nuo 2020.03 iki 2020.03**  
 Degree Some Schooling  
 Educational institution Presentation Software Training  
 Educational qualification Telephone Skills & Etiquette

**Languages**

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

MS Word  
  
 MS Excel  
  
 MS Outlook  
  
 MS PowerPoint

**Recommendations**

Contact person Loinice Seconds  
 Occupation HR Manager  
 Company Casidra SOC Ltd  
 Telephone number 021 863 5000  
 Email address lseconds@casidra.co.za

Contact person Shanon Geel  
 Occupation HR Coordinator  
 Company Casidra SOC Ltd  
 Telephone number 021 863 5000  
 Email address sgeel@casidra.co.za

**Additional information**

Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2020-03-00 (4 years)

Salary you wish	7000 R per month
How much do you earn now	3000 R per month