



# Babalwa Maliwa

Curriculum Vitae (CV)

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

I am looking for Administrative clerk, or HR clerk because i hold National Diploma in Human Resources Management. I am Problem solver.

I am able to work under pressure

I have Time management.

I have communication skills, computer skills,

I am a hard worker

I am honest.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Queenstown  
Eastern Cape

## Contacts and general information about me

Day of birth                                              1992-08-05 (31 years old)

Gender                                                      Male

Residential location                                      Queenstown  
Eastern 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 2020.01 iki 2021.02**

Company name                                              Department of health

## Education

Degree                                                      Diploma

Educational institution                                      Walter Sisulu University

Educational qualification                                      National Diploma in Human Resources Manager

I could work                                              Under pressure

## Languages

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

### Computer knowledge

Microsoft world, Access, Excell also Power point

### Conferences, seminars

Mr L Mpalala, HR Manager at Enoch Mgijima CHC from Department of Health.

It was a contract of HR administrative clerk.

Since 01-01-2020 to 2021

### Recommendations

Contact person	Luvuyo Mpalala
Occupation	HR manager
Company	Enoch Mgijima CHC. Department of Health
Telephone number	040 842 6400/082 425 0349
Email address	luvmpalala@gmail.com

### Additional information

Your hobbies	Read book and new papers Travelling Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-10-00 (4 years)
Salary you wish	15000 R per month
How much do you earn now	10000 R per month