



Lorraine Ntombenhle Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Human Resource Officer position. I have 12 years experience as a human Resource Officer, I worked for department of health kzn from 2006/10/01 to 2020/01/31 then my family relocated to Pretoria. I tried Departmental transfer it unsuccessful and the option was to resign since my family was already in Pretoria. More skills will be on my cv

Preferred occupation	Recruitment professional Management, human resources jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1976-08-29 (48 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2006.10 iki 2020.01
Company name	Health kzn
You were working at:	HR specialists
Occupation	Human Resource Officer
What you did at this job position?	Recruitment an selection, capture appointments on persal, opening of personal and leave files, attending to staff queries, answering telephone, distribution of payslip, capture terminations of staff on persal, prepare pension documents and submit to GEPF, booking accommodations for staff that are on training, bursary selection for inservice staff, leave auditing, capture allowances on persal

Education

Educational period **nuo 1989.01 iki 1993.12**
 Degree Grade 12 / Matric
 Educational institution Ndengetho high school
 Educational qualification Matric

Educational period **nuo 1997.02 iki 1999.11**
 Degree Diploma
 Educational institution Technikon Natal
 Educational qualification Diploma in Business management

Educational period **nuo 2013.07 iki 2015.12**
 Degree Diploma
 Educational institution Elangeni tvet college
 Educational qualification National diploma in human Resource management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

Ms word, excel, power point, pedal system

Recommendations

Contact person Siphiwe zulu
 Occupation Human Resource manager
 Company Catherine booth hospital
 Telephone number 035 474 8402
 Email address Siphiwe.zulu@kznhealth.gov.za

Contact person Ngcobo Phumzile
 Occupation Human Resource supervisor
 Company Rk Khan hospital
 Telephone number 031 459 6000
 Email address phumzile.ngcobo@kznhealth.gov.za

Additional information

Your hobbies Studying, excersing
 Driver licenses EB Articulated Light Vehicle ≤ 3,500kg
 Driver license from 2006-05-00 (18 years)

Salary you wish

15000 R per month