



Andrew Korera

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Human resources assistant

Dedicated worker

Hardworking and resolute

Aims for best results

Experienced and mature

Can be wholly relied upon

Preferred occupation **Recruitment professional**
Management, human resources jobs

Preferred work location **Johannesburg**
Gauteng

Contacts and general information about me

Day of birth 1968-09-12 (55 years old)

Gender Male

Residential location **Other Limpopo**
Limpopo

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2003.09 iki 2021.02**

Company name **Ministry of health and child care zw**

You were working at: **Recruitment professional**

Occupation **Human resources assistant**

What you did at this job position? **Recruitment and selection, training new cadres, payroll management, records maintenance, staff disciplinary and grievance issues, processing all kinds of leaves, employee counseling**

Education

Educational period **nuo 1985.01 iki 1998.12**
 Degree Diploma
 Educational institution Institute of Personnel Management Zimbabwe
 Educational qualification GCSE Ordinary level and Advanced level
 I could work School teacher

Educational period **nuo 1997.03 iki 1999.11**
 Degree Diploma
 Educational institution Cambridge Tutorial College
 Educational qualification Diploma in Advertising and Public Relations
 I could work Public relations officer

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

PowerPoint
 Excel
 Word

Conferences, seminars

Seminars on human resource development issues. August 2009

Human resource performance management June 2012

Human resources skills development April 2014

Human resource employees grievances and disciplinary procedures May 2016

Recommendations

Contact person Mr Tichaona Mananda
 Occupation Human Resources Officer
 Company Ministry of Health and Child Care zw
 Telephone number +263772887798
 Email address tichmananda@yahoo.com

Additional information

Your hobbies Reading human resource journals
 Gardening

	Going to church
	Watching TV
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	2100zwl R per month