



# 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 (56 years old)

Gender    Male

Residential location                              Other Limpopo  
Limpopo

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

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