



# Thembelihle Mthembu

Curriculum Vitae (CV)

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

I am a hard working person, with good communication skills, I obtained my Diploma in Human Resource on the year of 2017,i have 4 years of experience from different companies, I am willing to work over time and also to work under pressure, I am always looking forward to lean something new from the company.

I would love to gain more experience from this company as well, looking forward to hear from you.

Thank you

Preferred occupation	Management, human resources jobs
Preferred work location	KwaZulu-Natal

## Contacts and general information about me

Day of birth	1993-11-22 (31 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.02 iki 2018.03</b>
Company name	Department of education
You were working at:	HR intern
Occupation	Human Resource Management
What you did at this job position?	Filling, data capturing, arranging meetings, taking minutes on the meeting, calling candidates for interviews, receiving incoming and outgoing emails and calls, arranging traveling vehicles and making monthly reports.

## Education

Degree	Diploma
Educational institution	Majuba TVET college
Educational qualification	Human Resource Management
I could work	Under pressure

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

### Computer knowledge

Microsoft word and Excel

### Recommendations

Contact person	Mrs HD MKHIZE
Occupation	SUPERVISOR
Company	DEPARTMENT OF EDUCATION
Telephone number	0829305249
Email address	Delidilemkhize@doe.gov.za

### Additional information

Your hobbies	Reading novels Netball Peer trainer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-12-00 (6 years)
Salary you wish	8000 R per month
How much do you earn now	4000 R per month