



# Patricia Khuthala Komani

Curriculum Vitae (CV)

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

I am looking Hr admin clerk position.I have 1 year experience in the Qualification such as leave management: whereby was monitor and track that all leave has been applied for and approved.

Hr Benefits : Capturing allowances e.g housing allowance, S&T claims,overtime, standby allowances nodal allowance,public holiday,night shifts allowances.

Hr administration

Edit correspondence and reports for quality and file documentation to provide an audit trail as well as to allow for easy retrieval.

|                         |                                  |
|-------------------------|----------------------------------|
| Preferred occupation    | Administrative jobs              |
| Preferred work location | Umtata / Mthatha<br>Eastern Cape |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1984-10-02 (40 years old)   |
| Gender               | Female  |
| Residential location | Umtata / Mthatha<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Additional information

|                          |                            |
|--------------------------|----------------------------|
| Salary you wish          | Market related R per month |
| How much do you earn now | none R per month           |