



Phumla Sibanyoni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am competent and hard working.

I am passionate about what I do and keen to learn new ventures.

I can work in a team or independently.

I strive to dedicate myself to carry out the company's vision and make a mark concerning excelling on my duties.

I am always punctual and go an extra mile sometimes to get work done on time.

I am a visionary and like contributing ideas.

My goal is to work side by side with the managing team to learn every curve in the business or company as an extent to grow as a person.

My aim is carry out the company's goals and aim in growing the business and be as loyal and be an honest employee.

I am looking forward to working with you soon.

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Lydenburg Mpumalanga
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Contacts and general information about me

Gender	Female
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Residential location	Lydenburg Mpumalanga
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Telephone number	<i>Information is available only for registered users.</i> Sign in
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Email address	<i>Information is available only for registered users.</i> Sign in
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Work experience

Working period **nuo 2014.08 iki 2016.02**
 Company name Mpumalanga provincial government complex
 You were working at: Learnership
 Occupation HR experiential learner
 What you did at this job position? Assisting in HR duties like: Recruitment and selection.labour relations.administation duties.assinsting HRM bursary director with day to day duties.and rotating within the department leaning more

Education

Educational period **nuo 2009.01 iki 2019.12**
 Degree Grade 12 / Matric
 Educational institution Bonginhlanhla High School
 Educational qualification Matric Senior Certificate
 I could work I studies further

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Computer practice
 Computer literacy

Microsoft Windows 7-10
 Microsoft suite:
 -office
 -Word
 -Excel
 -Outlook
 -PowerPoint

Data base
 Adobe
 The use of :Google Chrome
 Microsoft Internet explorer

Conferences, seminars

N/A

Recommendations

Contact person	Glory mahlalela
Occupation	Admin ckerk
Company	City of mbombela
Telephone number	013 794
Email address	Glorymahlalela@mbombela.gov.za

Additional information

Your hobbies	Reading Drawing Writing Performing art Painting
Salary you wish	4500 R per month
How much do you earn now	4000 R per month