

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

Preferred work location Lydenburg

Mpumalanga

Contacts and general information about me

Gender Female

Residential location Lydenburg

Mpumalanga

Telephone number Information is available only for registered users.

Sign in

Email address Information is available only for registered users.

Sign in

Work experience

Working period **nuo 2014.08 iki 2016.02**

Company name Mpumalanga provincial government complex

You were working at: Learnership

Occupation HR experiencial 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