



Cecilia Ndhlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have completed the national diploma in human resources management and I have more than four years of experience in the field of administration,

I know a knowledge of the Batho Pele principles,

I have an experience in public and private sector where i gain the positive attitude and improve my skills such as communication, interact and computer literacy skills.

I know a knowledge of PERSAL.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1991-10-09 (33 years old)

Gender Female

Residential location Pretoria / Tshwane
Gauteng

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 2014.01 iki 2015.02**

Company name Tshwane North TVET College

You were working at: Academic officer

Occupation Data Capturer

What you did at this job position? Capturing the application for students

Working period **nuo 2015.04 iki 2017.09**
 Company name Department of Higher Education and Training
 You were working at: HR intern
 Occupation Administration
 What you did at this job position? Recruitment and selection, Condition of services

Working period **nuo 2019.11 iki 2021.01**
 Company name Bigsave Distribution Centre Pty Ltd
 You were working at: Administrators
 Occupation HR department
 What you did at this job position? Training and development for learnerships and internships

Education

Educational period **nuo 2012.01 iki 2016.08**
 Degree Diploma
 Educational institution Tshwane North TVET College
 Educational qualification Human Resources Management
 I could work Business Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Xitsonga	good	good	good
Sepedi	good	good	good
SiSwati	good	good	good
isiZulu	good	good	good

Computer knowledge

Ms word office
 Ms excel office
 Power point
 Outlook

Additional information

Your hobbies Reading
 Cooking
 Jogging every morning
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2015-12-00 (9 years)
 Salary you wish 7000 R per month

How much do you earn now

5200 R per month