



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 (32 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.*
[Sign in](#)

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 (8 years)
 Salary you wish 7000 R per month

How much do you earn now

5200 R per month