



Nombeko Mabuto

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Payroll/HR Administrator job.I have more than 13 years experience in the payroll and HR environment,am a hard worker,can work unsupervised.Can communicate very well .I meet deadlines,go an extra mile to make sure that things are done.

| | |
|-------------------------|-------------------------------------------------------------|
| Preferred occupation | PayrollHR Administrator Management, human resources jobs |
| Preferred work location | East Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---------------------------------------------------------------------------------------|
| Day of birth | 1982-09-30 (42 years old) |
| Gender | Female |
| Residential location | East Rand Gauteng |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|-------------------------------------------------------------|
| Working period | nuo 2008.06 iki 2020.12 |
| You were working at: | Recruitment professional |
| Occupation | Payroll and HR Practitioner |
| What you did at this job position? | Payroll function,Recruitment and Selection,Leave Management |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2001.02 iki 2005.11 |
| Degree | Degree |
| Educational institution | UNIVERSITY OF FORT HARE |
| Educational qualification | BCOM LAW |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu | fluent | fluent | fluent |
| English | very good | very good | very good |

Computer knowledge

Word, Excell, Powerpoint, Email

Conferences, seminars

Tax seminars

Recommendations

| | |
|------------------|---------------------------------|
| Contact person | S.G RAWULA |
| Occupation | HR MANAGER |
| Company | Fort Cox College of Agriculture |
| Telephone number | 0837466352 |
| Email address | srawula@fortcox.ac.za |

Additional information

| | |
|---------------------|----------------------------------------|
| Driver licenses | EB Articulated Light Vehicle ≤ 3,500kg |
| Driver license from | 2013-03-00 (11 years) |
| Salary you wish | 30000 R per month |