



Nontyatyambo Mahonga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/ Madam

As a motivated and skilled professional with extensive experience in staff on boarding benefits enrollment, and confident records management , I am pleased to present the enclosed resume . You will find my dedication and enthusiastic attitude to be of value to your organization as your new employee benefit coordinator.

My background in working as Administration officer at Ingomso office solutions in supporting HR staff in diverse functions including recruitment, paperwork, payroll, time sheets and expenses reports has prepared me to make significant contributions to your Company . From distributing new hire packets to maintaining staff-facing correspondence and coding invoices. I excel at performing a wide range of HR and organizational success and stimulate employee satisfaction.

Highlight of my experience can be found in my attached cv.

My academics will add advantage as I Studied Public Administration 111 which have Human resource management and Industrial Psychology 111 which contributes by improving the workplaces, satisfaction and motivation levels of the employees, and helping the overall productivity of the organization.

Sincerely

Nontyatyambo Doyi Mahonga (Mrs)

Preferred occupation Administrators
Administrative jobs

Preferred work location Eden
Western Cape

Jeffreys Bay
Eastern Cape

Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth	1972-03-06 (52 years old)
Gender	Female
Residential location	Eden Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	Market related R per month
How much do you earn now	Contract R per month