



# Elmorentia Katz

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a young and enthusiastic individual. I seek a challenging opportunity to fully utilize my skills and knowledge. Communication is one of my key strengths, building a relationship with people to deliver the best results.

I am looking for any administrative of human resource related job.

I have experience in Payroll, contracts, skills development and a lot more HR related work.

I have a higher certificate in Public management. I also possess a short course certificate in HIRA and Legal liability. I can work well in a team as well as individually. I am hardworking and can adapt fast to any given environment.

I might not have a lot of experience but I am a fast learner and can do anything I put my mind to. If you give me a chance to prove myself, I will not disappoint you. I am responsible and trustworthy. I also believe that with great power, comes great responsibility.

Preferred occupation	<b>Secretaries</b> Administrative jobs
	<b>HR intern</b> Management, human resources jobs
Preferred work location	<b>Kathu</b> Northern Cape
	<b>Kimberley</b> Northern Cape

## Contacts and general information about me

Day of birth	1998-02-12 (26 years old)
Gender	Female
Residential location	<b>Douglas</b> Northern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

**Work experience**

Working period **nuo 2020.03 iki 2021.06**  
 Company name SA National Labour Solutions  
 You were working at: HR intern  
 Occupation Intern  
 What you did at this job position? payroll, contracts, skills development, filling, photo copies, scanning, emails, minutes of meetings, warnings, dismissals

**Education**

Educational period **nuo 2017.02 iki 2018.11**  
 Degree Certificate  
 Educational institution Patsimang NCUTVET College  
 Educational qualification Public Management  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
Afrikaans	very good	fluent	very good
English	good	very good	very good

**Computer knowledge**

Microsoft Word  
 Microsoft Excel  
 Microsoft Office  
 Microsoft Powerpoint

**Recommendations**

Contact person Glen Urquhart  
 Occupation CEO  
 Company SA National Labour Solutions  
 Telephone number 0763222331  
 Email address glen@laboursolutions.co.za

**Additional information**

Your hobbies singing  
 dancing  
 cooking  
 listening to music  
 Driver licenses None  
 Salary you wish 10000 R per month  
 How much do you earn now 5000 R per month