



Mirander Nkuna

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I AM HARDWORKING AND DEDICTING PERSON WHO HAVE PATIENTLY WORKING WITH EMPLOYEE AND KNOW HOW TO HANDLE THE FILE AND EVEN APPLAY POPIA ACT AND I AM CURRENT WORKING AT PDPS AS HR ADMINISTRATION IT BEEN 4 YEARS

Preferred occupation	HR ADMINISTRATION Management, human resources jobs
Preferred work location	Secunda Mpumalanga
	Embalenhle Mpumalanga

Contacts and general information about me

Day of birth	1992-05-23 (32 years old)
Gender	Female
Residential location	Embalenhle Mpumalanga
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

Work experience

Working period	nuo 2018.01 iki 2021.10
Company name	PLANT DESIGN AND PROJECT SERVICES
You were working at:	Administrators
Occupation	HR ADMINISTRATION
What you did at this job position?	DO THE CONTRACT ,CREATE FILE,LEAD ON DATABASE,ARRANGE DISCIPLINARY HEARING ,HANDLE THE FILE AND DO THE CONTRACT ADJUSTMENT AND RECRUITING

Education

Educational period **nuo 2011.01 iki 2015.12**
 Degree Diploma
 Educational institution GIGA SKILLS BUSINESS COLLEGE
 Educational qualification DIPLOMA IN BUSINESS MANAGEMENT
 I could work YES

Educational institution MSC BUSINESS COLLEGE
 Educational qualification CERTIFICATE IN BUSINESS ADMINISTRATION AND SECRETARY SUPPORT
 I could work YES

Educational period **nuo 2011.01 iki 2013.12**
 Educational institution GIGA SKILLS
 Educational qualification CERTIFICATE IN PASTELL PAYROLL
 I could work YES

Languages

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

Computer knowledge

WORD ,EXELL POWERPOINT AND PASTELL PAYROLL

Recommendations

Contact person JACOLINE TAUTE
 Occupation PAYROLL ADMINISTRATION
 Company PLANT DESIGN AND PROJECT SERVICES
 Telephone number 0799139370
 Email address mirandern@pdps.co.za

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2021-05-00 (3 years)
 Salary you wish 12000 R per month
 How much do you earn now 18000 R per month