



# Ntombikayise Nancy Mtiyane

Curriculum Vitae (CV)

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

I'm looking for Human Resources related jobs. More information is attached on my CV.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Team leader<br>Management, human resources jobs |
| Preferred work location | South Coast (Ugu)<br>KwaZulu-Natal              |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Gender               | Female  |
| Residential location | South Coast (Ugu)<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2019.06 iki 2020.01</b>  |
| Company name                       | Department of Education   |
| You were working at:               | HR intern   |
| Occupation                         | Empangeni   |
| What you did at this job position? | Resolving dispute between ERLC and applicant. Also doing clerical duties includes receiving and relaying messages and writing minutes of daily labour relations activities. Also conducting Grievances procedures. I'm sure that you will make a good choice by taking me to your organization. |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2018.01 iki 2021.01</b> |
| Degree                    | Degree                         |
| Educational institution   | University of Zululand         |
| Educational qualification | BA Industrial Sociology        |
| I could work              | As Client Representatives      |

## Languages

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | good                  | good                       | good                 |
| isiZulu         | good                  | good                       | good                 |

**Computer knowledge**

Basic computer literacy and Microsoft Office and Excel information.

**Conferences, seminars**

Yes, I did attend some of my courses and seminar classes through Zoom and Teams.

**Additional information**

|                          |                                     |
|--------------------------|-------------------------------------|
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2020-12-00 (4 years)                |
| Salary you wish          | R20 000 R per month                 |
| How much do you earn now | R 3800 R per month                  |