



Nonoho Mecw

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a permanent position as an Administrator specializing mostly on HR department since I am having a background experience and having a mining experience.

Preferred occupation	Administrators Administrative jobs
	Personnel Officer Administrative jobs
Preferred work location	Kathu Northern Cape

Contacts and general information about me

Day of birth	1976-02-14 (48 years old)
Gender	Female
Residential location	Kuruman Northern 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

Work experience

Working period	nuo 2017.11 iki 2022.01
Company name	Transnet
Occupation	Train Assistant
What you did at this job position?	Couple and uncouple locomotive, changing points at the yard, admit train, assist train driver loading at the Mines. Assist with admin duties in the office as on my CV
Working period	nuo 2011.12 iki 2016.12
Company name	Department of Justice
Occupation	Admin assistant
What you did at this job position?	Assist public in a good manner, pay and receive maintenance money, opening and closing files,

Working period **nuo 2007.02 iki 2010.12**
 Company name Kagisano local municipality
 You were working at: HR specialists
 Occupation Personnel Officer
 What you did at this job position? Draft monthly salary instructions, monitor absenteeism, capture leave on VIP modules arrange shortlisting and conduct interviews with the manager, draft appointment letter in accordance with BCEA

Education

Educational period **nuo 2010.08 iki 2013.01**
 Degree Diploma
 Educational institution University of Johanneaburg
 Educational qualification HR Diploma (incomplete)
 I could work On HR department

Educational period **nuo 2015.01 iki 2017.12**
 Degree Certificate
 Educational institution Boston College
 Educational qualification Certificate
 I could work On any other Administrative duties

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Setswana	fluent	fluent	fluent
Afrikaans	basic	basic	basic

Computer knowledge

Microsoft Excel, PowerPoint, Word, email

Recommendations

Contact person Boihang Netebatse
 Occupation Chief-shed man
 Company Sishen
 Telephone number 0822644457
 Email address Boihangntebatse74@gmail.com

Contact person	PB Louw
Occupation	Section Manager
Company	Sishen
Telephone number	0537239201
Email address	Paul.louw@transnet.net

Additional information

Your hobbies	Playing netball, reading.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-03-00 (12 years)
Salary you wish	R25 000 R per month
How much do you earn now	R21 000 R per month