



# Nomvuyo Madladla

Curriculum Vitae (CV)

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

A graduate in Human Resource Management who has extensive knowledge of recruitment selection and administration process. Nomvuyo is a confident individual who is good at building effective relationships at all levels of an organization. she will have no trouble handling a variety of personnel related issues. In her current role she supports the HR service delivery to over 100 or more employees by carrying out a range of administrative HR task. right now she is looking for a suitable role with a company that wants to recruit talented and proven persons like her.

Preferred occupation	Generals General jobs
Preferred work location	East London Eastern Cape  Port St Johns Eastern Cape

## Contacts and general information about me

Day of birth	1990-06-15 (34 years old)
Gender	Female
Residential location	Umtata / Mthatha Eastern 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 2016.04 iki 2021.02**  
 Company name JET STORE  
 You were working at: Shop assistants  
 Occupation RETAIL ASSOCIATE  
 What you did at this job position? FILLING MANAGEMENT

Working period **nuo 2021.02 iki 2022.07**  
 Company name Department of Social Development  
 You were working at: Training  
 Occupation Intern  
 What you did at this job position?  Perform admin duties such as filing, faxing, typing and photocopying.  Assisting Booking in and booking out files manually and electronically.  Fetching of parcels from the post office.  Sorting circulars, opening and delivering mail to respective sections.  Assisting Identifying and classifying records.  Assisting Monitoring assets and stationery of the office.  Assisting Managing incoming and outgoing correspondences  Capturing of new appointments on HR REMS.  Receive incoming files and transport outgoing files.  Sorting of documents for filling.  Assisting in registry counter services  Assisting in machines related with registry.

**Education**

Educational period **nuo 2014.01 iki 2015.12**  
 Degree Certificate  
 Educational institution KING HINTSA TVET COLLEGE  
 Educational qualification HUMAN RESOURCE MANAGEMENT N6  
 I could work Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.  Assessed personnel performance and implemented incentives and team-building events to boost

**Languages**

Language	Speaking level	Understanding level	Writing level
English	basic	good	good

**Computer knowledge**

BASIC COMPUTER LITERACY  
 FILE MANAGEMENT  
 MS SOFTWORD  
 MS EXCEL  
 PWERPOINT  
 E-MAIL AND INTERNET

**Recommendations**

Contact person	ATHENKOSI KHAHLA
Occupation	CHIEF REGISTRY CLERK
Company	SOCIAL DEVELOPMENT
Telephone number	0787459956
Email address	Athenkosi.Kahla@ecdsd.gov.za

Contact person	BAMBENI BULELA
Occupation	ADMIN CLERK
Company	SOCIAL DEVELOPMNENT

**Additional information**

Your hobbies	SPORT NETBALL
Driver licenses	None
Salary you wish	salary that fit to my job R per month
How much do you earn now	3000 R per month