



# Phumzile Manqele

Curriculum Vitae (CV)

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

Admin and HR:

Skills Development, Performance management,  
Maintaining leaves, salaries and various benefits  
Recruitment and Selection

Data Capturing

Assistant in rendering receptionist duties

Computer practice

Customer care

Manage calender of appointments

Manage records

Planning and co-ordinating

Presentation and report writing skills

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth    1984-09-14 (39 years old)

Gender    Female

Residential location                                  Durban City  
KwaZulu-Natal

Telephone number                                    *Information is available only for registered users.*  
[Sign in](#)

Email address    *Information is available only for registered users.*  
[Sign in](#)

## Additional information

Salary you wish                                        R10.000 R per month

How much do you earn now                        R8.000 R per month