



Emmanuel Hlatletsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

road worthy, and are continually being serviced.

3.4. Record and ensure maintenance of company assets, make sure company assets are insured

Preferred occupation: Administrators
 General Office Administrator. Administrative jobs

1. Tender and Compliance administrator
 HR administrator
 Management, human resources jobs

Contacts and general information about me

I.1. Attend Tender Briefings.
 Day of birth: 1991-10-10 (33 years old)
 I.2. Complete by filling and Compile Tender documents.
 Gender: Male
 I.3. Search for new Tenders to submit, and ensure that Tender documents are completed and submitted on time.
 Residential location: Pretoria / Tshwane
 Submitted on time: Gauteng
 1.4. Ensure compliance of the tender documents before submitting by liaising with the industry professionals.
 Telephone number: Information is available only for registered users.
 Email address: Information is available only for registered users.
 I.5. Produce monthly report on tenders submit, tenders awarded and regret letters, and to do follow up on the Tenders that have been submitted pending response.

Work experience

Working period: **nuo 2018.07 iki 2020.11**
 Company name: Linked Thoughts Consulting cc
 You were working at: Administrators
 Occupation: General Office Administrator
 What you did with this job position: 1. Tender and Compliance administration. 1.1. Attend Tender Briefings. 1.2. Complete by filling and Compile Tender documents. 1.3. Search for new Tenders to submit, and ensure that Tender documents are completed and submitted on time. 1.4. Ensure compliance of the tender documents before submitting by liaising with the industry professionals. 1.5. Produce monthly report on tenders submit, tenders awarded and regret letters, and to do follow up on the Tenders that have been submitted pending response. 1.6. Do quality assurance before tenders are submitted
 2.1. Prepare salary report for monthly salary payments on the payroll system.
 2.2. Prepare BBBEE file for compliance.
 2.3. Review employment contracts, and company policy.
 2.4. Conduct and attend Job interviews, and conduct employee induction.
 2.5. Record and review leave days submitted by employees.
 2.6. working with the HR agent on the selection and recruitment process.
 3. Office, Assets and Fleet administration duties:

Additional information

Salary range: 23 000 R per month
 Manage office and site Equipment, petty cash, and perform ad hoc duties to the management of the office.
 Managing the core office: 22 000 R per month
 3.2. Manage office and site drivers, facilitate the purchase of Office and site equipments.
 3.3. Ensure that company vehicles are parked at safe parking lot, they have insurance, and they are