



Jennifer Herbst

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am Looking for a General Clerk or administrative clerk position closer to home.

Preferred occupation Administrative jobs

Contacts and general information about me

Day of birth 1998-06-25 (26 years old)
Gender Female
Residential location Mokopane / Potgietersrus
 Limpopo
Telephone number *Information is available only for registered users.*
 [Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2022.01 iki 2022.12**
Company name Northam Platinum Booyesendal Mine
You were working at: HR intern
Occupation Working as HR Intern within Recruitment, Administrative and
 little bit of Manning
What you did at this job position? Recruitment: Doing screening of CVs, Longlisting, facilitating
 interview process, doing References Checks on MIE, Arranging
 Medicals & Engaging employees. Working on SAP
 administration and maintaining information. Facilitating Leave
 forms, movement forms, terminations and attendance related
 charge forms. Also doing reports where necessary.

Education

Educational period **nuo 2018.01 iki 2021.12**
Degree Degree
Educational institution UNISA
Educational qualification Bachelor Degree in Human Resource Management

Languages

Language	Speaking level	Understanding level	Writing level
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English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

SAP

Excel

Word

Microsoft

Recommendations

Contact person	Barman Nxumalo
Occupation	System Controller
Company	Northam Platinum Booyseindal Mine
Telephone number	0828566803

Additional information

Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2019-03-00 (5 years)