



# 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.*  
    [Sign in](#)

## 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 Booyse dal Mine
Telephone number	0828566803

### Additional information

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