



Pozisa Salaze

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration clerk,I have N6 certificate in Human Resource Management.

I'm able to work with different people from different backgrounds and cultures

- Preferred work location: Umtata / Mthatha Eastern Cape
- Elliot Eastern Cape
- Port St Johns Eastern Cape

Contacts and general information about me

- Day of birth: 1980-09-04 (43 years old)
- Gender: Female
- Residential location: Umtata / Mthatha Eastern Cape
- 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 2009.08 iki 2010.04**
- Company name: Dept. Home affairs
- You were working at: Data capturers
- Occupation: Front office clerk
- What you did at this job position? Completion of forms for new ID applications and capturing in the system and compiling daily and monthly statistics

Education

Educational period **nuo 2000.01 iki 2000.12**
 Degree Grade 12 / Matric
 Educational institution Ndamase Educational centre
 Educational qualification Matric
 I could work As admin clerk

Educational period **nuo 2018.01 iki 2019.06**
 Degree Certificate
 Educational institution Sakhikamva College
 Educational qualification Human Resource Management N4,N5&N6
 I could work Admin related work

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent | fluent | fluent |
| English | very good | very good | very good |
| isiZulu | very good | very good | very good |

Computer knowledge

I'm computer literate

Conferences, seminars

I attended advanced computer literacy course.

Recommendations

Contact person A Seku
 Occupation Office manager
 Company Home Affairs
 Telephone number 047 5310023
 Email address Aseku@dha.gov.za

Additional information

Your hobbies Reading books
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2013-08-00 (11 years)
 Salary you wish 5000 R per month