



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 (44 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