



# Noma Afrika Mpetsheni

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Administration

Computer skills

Good telephone etiquette skills

Customer service

I have worked as a recruitment officer for 16 years and also worked as a receptionist for 2 years. I love helping out out people and bringing change in other people's lives.

Preferred occupation                      Government jobs

Preferred work location                      Cape Town  
Western Cape

## Contacts and general information about me

Day of birth                                      1977-09-12 (46 years old)

Gender    Male

Residential location                              Cape Town  
Western 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 2021.09 iki 2022.08**

Company name                                      Dynamic Outsourced Solutions

You were working at:                              Recruitment professional

Occupation    Recruiter /Operations controller

What you did at this job position?      Recruit new staff, conduct interviews, selection of best candidates, formating CV's, conduct all the necessary checks, reference andcriminal checks, Induct, issue employee numbers and PPE

Working period **nuo 2020.05 iki 2021.08**  
 Company name Workforce Staffing  
 You were working at: Recruitment professional  
 Occupation Recruiter  
 What you did at this job position? Recruit new staff, conduct interviews, selection of best candidates, formating CV's, conduct all the necessary checks, reference andcriminal checks, Induct, issue employee numbers and PPE

Working period **nuo 2006.04 iki 2022.05**  
 Company name Transman  
 Occupation Recruitment Officer  
 What you did at this job position? Recruit new staff, conduct interviews, selection of best candidates, formating CV's, conduct all the necessary checks, reference andcriminal checks, Induct, issue employee numbers and PPE, prepare worker files to be sent to H/R head office for loading, organise courier

**Education**

Educational period **nuo 1999.01 iki 1999.12**  
 Degree Diploma  
 Educational institution Oval international College  
 Educational qualification Computer and administration course  
 I could work As an administrator

Educational period **nuo 1998.01 iki 1998.12**  
 Degree Grade 12 / Matric  
 Educational institution Luyolo adult center  
 Educational qualification Matric

**Languages**

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	good	good	good
Afrikaans	basic	basic	basic

**Computer knowledge**

Emails

I am computer literate,

### Recommendations

Ms Word	Never Zulu
Contact person	
Typing skills	Operations manager
Occupation	
Ms Excell	Dynamic Outsourced Solutions & Transman
Company	
Telephone number	+27828328128
Email address	Never@dosolutions.biz
Contact person	Etienne Fortune
Occupation	Branch manager
Company	Workforce Staffing
Telephone number	+27721247643

### Additional information

Your hobbies	Cooking and listening to music
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-07-00 (7 years)
Salary you wish	R13000 R per month
How much do you earn now	Unemployed R per month