



Zikhona Yalezo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Admin job or anything related to it, entry level job or could be internship anything to keep my self busy and learn other job

*Knowledge of computer

*Sage knowledge

| | |
|-------------------------|---|
| Preferred occupation | Data capturers Administrative jobs |
| | HR intern Management, human resources jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1993-06-16 (31 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2017.09 iki 2019.02 |
| Company name | Inkosi Albert Luthuli Central Hospital |
| You were working at: | HR intern |
| Occupation | Not Working |
| What you did at this job position? | Worked at Registry HR filling documents tracking files systematic , Reception HR answering phone call, emailing, Faxing, Domain HR capturing documents claim form, standby, leave form. Recruitment Selection, doing checklist shortlist candidates, attending interviews as a secretary, booking Boardroom, appointments |

| | |
|------------------------------------|--|
| Working period | nuo 2020.06 iki 2021.06 |
| Company name | AssureCloud Laboratory |
| You were working at: | Receptionists |
| Occupation | Not working yet |
| What you did at this job position? | Work at Sample Receptionist. Helping customers to fill up submission form, calling clients, dealing with queries, creating tracking no. for sample to prevent to be lost, capturing on LIMS system, and capturing microbiological / chemistry form |

Education

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|---------------------------|--------------------------------|
| Educational period | nuo 2008.01 iki 2013.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Sinomusa High school |
| Educational qualification | Grade 12 |
| Educational period | nuo 2015.01 iki 2017.06 |
| Degree | Diploma |
| Educational institution | Gamalakhe Tvet College |
| Educational qualification | Human Resources Management |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |

Computer knowledge

Microsoft Word
 Microsoft Excel
 Emailing
 Saga/Persal

Recommendations

| | |
|------------------|--|
| Contact person | Sarah Naidu |
| Occupation | HRS |
| Company | Inkosi Albert Luthuli Central Hospital |
| Telephone number | 0312401017 /1018/1024 |
| Email address | Sarah.naidu@ialch.gov.za |

Additional information

Your hobbies I'm a fan of novels

| | |
|--------------------------|------------------|
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 4500 R per month |