



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

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