



Selinah Khoza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administration or Human resource related job. I am a qualified HR manager with experience as a HR officer at the department of employment and labour and training as a call centre agent. I'm a goal driven individual, with computer skills, administration skills, excellent telephone etiquette and I can work under pressure and long hours until the work is done.

Preferred occupation

HR intern

Management, human resources jobs

Administrators

Administrative jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Government jobs

Government jobs

Front Desk Agent

Administrative jobs

Preferred work location

Johannesburg

Gauteng

Contacts and general information about me

Day of birth

1997-04-16 (27 years old)

Gender

Female

Residential location

East Rand

Gauteng

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 2022.08 iki 2022.11**
 Company name Department of employment and labour
 You were working at: HR intern
 Occupation Human resource officer
 What you did at this job position? HR administration, data capture and performance appraisal

Working period **nuo 2018.03 iki 2021.12**
 Company name John's market
 You were working at: Sales person
 Occupation Sales person
 What you did at this job position? Selling fruit and vegetables to customer

Education

Educational period **nuo 2011.01 iki 2015.12**
 Degree Grade 12 / Matric
 Educational institution Phandimfundo secondary school
 Educational qualification National senior certificate

Educational period **nuo 2020.06 iki 2020.11**
 Degree Certificate
 Educational institution Rand Hills Academy
 Educational qualification Higher certificate

Educational period **nuo 2016.02 iki 2022.11**
 Degree Diploma
 Educational institution University of Johannesburg
 Educational qualification National diploma in Human resource management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sepedi	very good	very good	basic

Computer knowledge

I did end user computing at the University of Johannesburg and also have a certificate of achievement in miscrosoft office from tshepo1million that I obtained in 2022. I have proven experience of using a computer.

Recommendations

Contact person Vusi Skhosana
Occupation Human resource manager
Company Department of employment and labour
Telephone number 0117479610
Email address Vusi.skhosana@labour.gov.za

Contact person Charmaine Hill
Occupation Performance manager
Company Department of employment and labour
Telephone number 0114921514
Email address Charmaine.hill@labour.gov.za

Contact person Alison kgomo
Occupation Managing director
Company Stylebyali.sa
Telephone number 0789138632
Email address Alisonkgomo77@gmail.com

Additional information

Your hobbies Reading novels.
Dancing.
Farming.

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2021-02-00 (3 years)

Salary you wish R10 000 R per month

How much do you earn now R800 R per month