



Sbongile Bogatsu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to apply for the position of now available Human Resources (Generalist) . The job description you provided with this position is a perfect match to my background experience and I would appreciate a chance to become a valuable member of your team.

I am very familiar with the leadership responsibilities associated with this profession as I have held the administration position for the last 3 years with a company that I thoroughly enjoyed working for.

I have excellent oral and written communications skills that make it easy to keep all functions within the department running smoothly and efficiently. I have the skills needed to ensure daily administrative and management tasks are being performed proficiently and knowledge of what equipment, programs, etc. is needed to create a modern and well-run office.

I have experience working at the Employee's relations Department, HRD (Individual development) and Talent Management Department. I thrive under pressure and could work fast, while maintaining a professional, friendly mind-set.

I welcome an opportunity to meet and talk with you in person about the position and to provide you with more information about why I feel I am the best match for this job. Kindly contact me at (071)-518-2830 to schedule an interview. I look forward to seeing you soon.

Sincerely,

Sbongile Bogatsu

Preferred occupation HR specialists
Management, human resources jobs

Preferred work location Rustenburg
North West

Contacts and general information about me

Day of birth 1990-03-14 (34 years old)

Gender Female

Residential location Rustenburg
North West

Telephone number *Information is available only for registered users.*
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Email address

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