



Yondie Mafu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any position that is HR relevant would be perfectly fine for me.

I'm very good at what I do. I go beyond my expectations. I do not give-up.

Preferred occupation

Data capturers

Administrative jobs

Human Resource Administrator

Administrative jobs

Preferred work location

Port Elizabeth

Eastern Cape

Contacts and general information about me

Day of birth

1996-06-12 (28 years old)

Gender

Female

Residential location

Port Elizabeth

Eastern Cape

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period	nuo 2019.11 iki dabar
Company name	City Paint and Tool
You were working at:	Receptionist
Occupation	Receptionist / HR Assistant
What you did at this job position?	<p>Working on Uniclox: Enrolling employees for clocking, checking time and attendance of employees daily, sending out absentees report to directors and managers daily, pulling timesheets monthly, drawing timesheets, compiling attendance bonus for payroll -Creating files for new employees & making sure that all the necessary information is there -Capturing leave forms (Annual leave, Sick Leave, Family Responsibility leave, etc) -Doing paperwork for Maternity (UI-19, UI-2.7, and Work Schedule) -Doing paperwork for IOD -Drawing Warnings and Capturing Warnings on SAGE 300 -Doing reference checks -Familiar with VIP Receptionist duties Answering incoming calls, welcoming customers, Receipt of payments on SAGE, doing credit notes on Sage & making sure that reception is neat, -Checking drivers' delivery notes against the driver log sheets -Updating extension list -Booking vehicles for service -Filling in tender forms -Filing of delivery notes, Purchase orders and IBTS 2. Company Name : City Paint and Tool Position : IBT Clerk & Admin Clerk Duration : 01 Feb 2023 to 30 April 2023 (Temp position) IBT Duties & Responsibilities : Receiving of stock, booking out stock, getting the stock boxed and despatched, doing follow up on outstanding IBT's. Admin Clerk Duties (temp position - 2months): -Finalizing Cash-Ups daily & Doing Banking daily</p>

Education

Educational period	nuo 2012.01 iki 2014.12
Degree	Grade 12 / Matric
Educational institution	Amazizi S.S.S
Educational qualification	Matric
Educational period	nuo 2015.01 iki 2015.06
Degree	Diploma
Educational institution	EastCape Midlands Collage
Educational qualification	Human Resource Management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good

Additional information

Driver licenses	None
Salary you wish	12000 R per month

How much do you earn now

8527 R per month