



Zamahlubi Nhlangulela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for HR Internship.

I am a highly motivated, innovative responsible young lady who is extremely trustworthy, well organized and holds excellent attention to details. I am a great team member who can stand the test of time ,open minded and who gets along with people from all walks of life ,polite,respectful and happy to take orders but also works well under my own initiative. I have dedication and determination towards work

Preferred occupation

HR intern

Management, human resources jobs

Cashiers

Retail, store jobs

Administrators

Administrative jobs

Sales administartor

Sales jobs

Government jobs

Government jobs

Generals

General jobs

Preferred work location

Siyabuswa

Mpumalanga

Contacts and general information about me

Day of birth

2001-05-18 (23 years old)

Gender

Female

Residential location

Pretoria / Tshwane

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 2022.04 iki 2023.05**
 Company name Umgungundlovu municipality district
 You were working at: Government jobs
 Occupation Administrator
 What you did at this job position? Coordinate office activities and operations to secure efficiency and compliance to company policies Supervise administrative staff and divide responsibilities to ensure performance Manage agendas/travel arrangements/appointments etc. for the upper management Manage phone calls and correspondence (e-mail, letters, packages etc.) Support budgeting and bookkeeping procedures Create and update records and databases with personnel, financial and other data

Working period **nuo 2021.12 iki 2022.03**
 Company name International service center
 You were working at: Agents
 Occupation Sale Agent
 What you did at this job position? manage inbound and/or outbound calls; follow various communication scripts when speaking to a caller; handle customer engagement; identify customer needs, answer questions and solve problems; up-sell products and services when possible

Working period **nuo 2021.06 iki 2021.11**
 Company name Umgungundlovu municipality district
 Occupation HR Administrator
 What you did at this job position? Organize and maintain personnel records. Update internal databases (e.g. record sick or maternity leave) Prepare HR documents, like employment contracts and new hire guides. Revise company policies. Liaise with external partners, like insurance vendors, and ensure legal compliance

Education

Educational period **nuo 2014.01 iki 2018.01**
 Degree Grade 12 / Matric
 Educational institution Nsikayethu high school
 Educational qualification Matric

Educational period **nuo 2021.03 iki 2021.06**
 Degree Certificate
 Educational institution Tsogo academy
 Educational qualification Computer Literate certificate

Educational period **nuo 2021.07 iki 2021.12**
 Degree Certificate
 Educational institution Benny recruitment and training
 Educational qualification Call Center certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sepedi	fluent	very good	good
Sign	fluent	very good	very good
Afrikaans	fluent	very good	very good

Computer knowledge

I have computer knowledge
 MS word
 Execl
 Internet
 PowerPoint

Recommendations

Contact person Mr Rampora
 Occupation Manager
 Company Umgungundlovu municipality district
 Telephone number 0712248892

Additional information

Your hobbies Singing
 Reading
 Playing sports
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2020-04-00 (4 years)
 Salary you wish 5000 R per month
 How much do you earn now 00 R per month