



# 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	<b>nuo 2021.07 iki 2021.12</b>
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