



Mbalenhle Mdluli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration clerk / humana resources management

I'm willing to learn and explore my knowledge

Will to work with the team or work alone

Able to relocate

Preferred occupation	Other jobs
Preferred work location	KwaZulu-Natal

Contacts and general information about me

Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.08 iki 2023.10
Company name	Department of Education
You were working at:	HR intern
Occupation	Education
What you did at this job position?	Captering leave section, work on persal section, file and update the documents for newly appinted teachers

Education

Educational period	nuo 2021.10 iki 2024.06
Degree	Diploma
Educational institution	Mthashana Tvet College
Educational qualification	Human Resource Management
I could work	As an HR assistance

Educational period	nuo 2024.01 iki dabar
Degree	Degree
Educational institution	University of South Africa
Educational qualification	Bed
I could work	As a teacher

Languages

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

Computer knowledge

Good communication both written and verbal skills competent in microsoft office, internet, emails use

Conferences, seminars

Non

Recommendations

Contact person	Mr S.M.R Jiyane
Occupation	Circuit Manager
Company	Department of Education
Telephone number	082 3628029
Email address	vusijiyane@gmail.com

Additional information

Your hobbies	Reading , writting, netball
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	9500 R per month