



Xolelwa Memeza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking general workers and also admin clerk position because I have qualification but I don't Have inough experience.

| | |
|-------------------------|------------------------------|
| Preferred occupation | Generals General jobs |
| Preferred work location | Durban City KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 2000-01-21 (24 years old) |
| Gender | Female |
| Residential location | Durban City KwaZulu-Natal |
| 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 2022.07 iki 2022.09 |
| Company name | Winnie madikizela Mandela local municipality |
| You were working at: | HR specialists |
| Occupation | Hr recruitment and shortlisting |
| What you did at this job position? | I was doing data capturing and recruitment and selection, human resource development function and employee wellness programmers and Hr. |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2020.01 iki 2022.11 |
| Degree | Diploma |
| Educational institution | Nelson Mandela University |
| Educational qualification | Public management |
| I could work | As admin clerk, hr admin, payroll admin, supply chain. |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| isiXhosa | good | good | good |

Computer knowledge

Computer literate and microsoft office365.

Recommendations

| | |
|------------------|--|
| Contact person | A. BOMELA |
| Occupation | Hr manager |
| Company | Winnie madikizela Mandela municipality |
| Telephone number | 0734989611 |

Additional information

| | |
|--------------------------|---------------------|
| Your hobbies | Non |
| Driver licenses | None |
| Salary you wish | R10 000 R per month |
| How much do you earn now | Non R per month |