



Kirsten Thomas

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have a strong background in HR as I have been in the filled for 5 years.

I am great communication and interpersonal skills.

I am proficient in Microsft as well as SAP.

I hold an office administration certificate obtained through damelin and I am currently studying through CIMA

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	West Rand Gauteng
	East Rand Gauteng

Contacts and general information about me

Day of birth	1995-05-10 (29 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2019.11 iki 2024.03
Company name	Clicks retailers
You were working at:	HR specialists
Occupation	Hr administrator
What you did at this job position?	Do all Hr and Recruitment duties

Education

Educational period	nuo 2009.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Florida park high school
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Excel, Word, power point, outlook, SAP

Recommendations

Contact person	Chavonese Duplessis
Occupation	Hr officer
Company	Clicks retailers
Telephone number	+27718724580

Contact person	Zamaswazi Mabiginya
Occupation	HR Manager
Company	Clicks retailers
Telephone number	+27727755266

Additional information

Your hobbies	Reading and spending time with my family
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2024-06-00 (0 years)
Salary you wish	18000 R per month
How much do you earn now	15100 R per month