



Yanga Tunyiswa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Ma'am/ Sir

I hold an Advanced Diploma in Human Resource Management qualification obtained at Mangosuthu University of Technology in 2022. I have had the privilege to be part of a 12 months Internship Programme sponsored by the South African Police Service which has allowed me to gain practical exposure to the Human Resource functions, such as the recruitment and selection, training and development, disciplinary processes as well as administration.

This opportunity has allowed me to develop as a human resource professional by sharpening my skills such as, planning and organising, as I would plan and organise meetings, make travelling and accommodation arrangements. Communication (verbal and written) and telephone etiquette skills, I would take minutes in meetings, respond to emails and engage with colleagues, I also took incoming calls and made calls if necessary. Presentation and computer literacy skills, as I consolidated and submitted deployment and weekly training reports to the SAPS National Headquarters.

I am confident that I make the best candidate for this position as I am a dedicated hardworking individual who knows what it feels like to be in a job seeking position, therefore this is my driving force. Given an opportunity to be trusted with this position and joining the team I am confident that with the skills, knowledge, attitude and experience that I have developed I will not only meet but rather exceed the expectations of this position.

I hope my application finds positive consideration that will result into a positive outcome.

Preferred occupation

Human Resources Administrator
Management, human resources jobs

Human Resources Assistant
Management, human resources jobs

Preferred work location

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth	1999-04-25 (25 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

Additional information

Salary you wish	8000 R per month
How much do you earn now	5000 R per month