



Buyisiwe Eunice Katsane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a trust worthy, hard working person HR person who can work without any supervision. I am also a client oriented person and like to do the follow up and leave the client happy. As long as I know my objectives, I do not wait for someone to remind me. When arriving at work, I do what is expected of me and do not depend on anyone or wait to be told to do my job. I ask or inquire where I do not understand and research where nobody knows or nobody who can assist me. After obtaining the information i confirm and distribute or share to everybody/colleagues whom will be assisted by the information or who will benefit from the information.

Preferred occupation	HR specialists Management, human resources jobs
Preferred work location	Sedibeng Gauteng
	Newcastle KwaZulu-Natal
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1965-08-15 (59 years old)
Gender	Female
Residential location	Sedibeng 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 1988.10 iki 2016.05**

Company name Ex DET, GDE, GSSC, GDF and OoP

You were working at: HR specialists

Occupation Messenger, typist, Clerical, Agent, HR Practitioner and Consultant

What you did at this job position? taking post to and from the post. Filling and delivering files from one office to the other as requested. Switchboard operating and typing job, HR and Procurement Duties, and attending to all incoming calls, outgoing calls, appointments, pay roll to termination and leave management. Help desk administration attending to all incoming mails and distributing them to the relevant stakeholders, attending to all incoming and outgoing calls and mails and escalating to the relevant stake holders and attended to all queries

Education

Educational period **nuo 1997.01 iki 2005.08**

Degree Diploma

Educational institution Vaal University of Technology

I could work Personnel section and Call Center with people

Educational period **nuo 2001.01 iki 2007.03**

Degree Degree

Educational institution Vaal University of Technology

I could work Internal HR and Helpdesk

Educational period **nuo 2010 iki 2012**

Degree Certificate

Educational institution Durban University of Technology

I could work Contact Centre with clients

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
isiZulu	fluent	fluent	fluent
Sesotho	good	good	good
Sepedi	basic	basic	basic
Setswana	basic	basic	basic
isiXhosa	good	good	good

Computer knowledge

Lap tops, desktops,
microsof word, excel,

Conferences, seminars

none

Recommendations

Contact person	Hellen Mashile
Occupation	Assistant Director
Company	Office of the Premier
Telephone number	073 139 6116
Email address	hellen.mashilo@gauteng.gov.za

Additional information

Your hobbies	like imparting knowledge, cooking and baking, running, walking, washing, cleaning,
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2003-10-00 (21 years)
Salary you wish	30 000.00 R per month
How much do you earn now	21 323.00 R per month