



Melvin Mabasa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I was doing the experiential Learning at Itt memorial hospital, I was working as HR officer and Administration officer. I put all effort in order to render the service cost, effectively and economically, ill be grateful if you can appoint me .

Preferred occupation	HR specialists Management, human resources jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1990-04-19 (34 years old)
Gender	Male
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 2014.12 iki 2016.03
Company name	LTT MEMORIAL HOSPITAL
You were working at:	HR specialists
Occupation	Human Resource Management
What you did at this job position?	Assist in capturing leaves on persal, registering applications of appointment, appoiting new employee on persal, Assist in recruitment and selection, handling tranfer of employees from different department, filling documents, updating register book, assist in PMDS, and observing human resource provision and utillization and services, I also work as a Training and Development ,,assist in coordinzating internship & learnership programmes, induction & orientation programmes, assist in compilation of quartarly and annual training reports, assist in administration and records keeping, assist in coordinatng and development services, assist in advising and assisting employees on all HRD & HRM issues, developing and implemeting workplaces skills plan and conducting skills audit and making telephone calls and outgoing calls , During the period i worked as a data capturer and as a office administration

Education

Educational period	nuo 2011.07 iki 2014.07
Degree	Certificate
Educational institution	Vhembe Fet College
Educational qualification	Human Resource Management N6
I could work	yes

Languages

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

Recommendations

Contact person	Mr masindi LP
Occupation	Senior Training Officer
Company	Ltt memorial hospital
Telephone number	0155160149

Additional information

Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	N/A R per month