



# Andisiwe Tola

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Hi, I am Andisiwe Tola, I recently completed my National Diploma in Human Resources Management at Tshwane University of Technology. I am interested in working for a company which values ethical practices and encourages overall development of a person. I have the ability to organise, learn things quickly and communicate well with people from different backgrounds. The reason you should hire me is because I have a sharp learning curve and I have good leadership skill. I want to absorb much of the industry knowledge and also to sharpen my technical abilities. I have done my computer skills in micro office and I love outdoor sport, I am a netball player. I am sure I will be a useful member of your team in your company and I believe that life is always a mix of hard work and fun.

Thank you.

Preferred occupation

**Cashiers**

Retail, store jobs

**HR specialists**

Management, human resources jobs

**Waiters, waitresses**

Restaurant, bar service jobs

**Secretaries**

Administrative jobs

**Jobs for students**

Student jobs

**Receptionists**

Hotel jobs

**Banking**

Finance jobs

**Part time jobs**

Part time, weekend jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

## Contacts and general information about me

Day of birth

1991-09-25 (33 years old)

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2013.11 iki 2014.01</b>
Company name	La cucina Restaurant
You were working at:	Waiters, waitresses
Occupation	runner and waitress
What you did at this job position?	clear tables, take orders from customers, put orders on the computer, serve customers

### Education

Educational period	<b>nuo 2012.01 iki 2015.11</b>
Degree	Diploma
Educational institution	Tshwane university of technology
Educational qualification	Human Resource Management
I could work	I could work as an H R recruiter, H R specialist, H R manager, H R practioner.

### Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	very good	very good	very good
isiZulu	very good	good	good

### Computer knowledge

Micro Office; MS Word, Excel, Access, Powerpoint, Internet, Intermediate.

### Conferences, seminars

On my last year of study I attended a very short course,VIP Payroll under Sage company.

### Additional information

Your hobbies	I love outdoor sport,I am a netball player. I like reading novels, watching movies. I love helping others with their school work and I am a talkactive person. I love to explore going to places.
Driver licenses	None
Salary you wish	±3,500 R per month

How much do you earn now

0.00 R per month