



# Samkelisiwe Penelope Mthembu

Curriculum Vitae (CV)

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

I am currently employed by Cambridge Food- Massmart group as a Regional HR Administrator/officer for 10 branches. I am responsible for general admin, Employee Benefits, Payroll, HR reporting, sick and annual leave capturing, Disciplinary capturing, Initiator of enquiries, Interpreting. etc.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1980-06-09 (44 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2011.06 iki dabar</b>
Company name	Cambridge Food
Occupation	HR Administrator
What you did at this job position?	Admimistrator

## Languages

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

## Computer knowledge

MS office, Excell, power point

**Conferences, seminars**

Labour seminar in 2014

HR academy in 2014 - 2015

**Recommendations**

Contact person	Mandla Memela
Occupation	HR
Company	Cambridge food
Telephone number	031 -3087500
Email address	Mandla.memela@cambridgefood.co.za

Contact person	Mandy Perumal
Occupation	HR
Company	Cambridge Food
Telephone number	0313087500
Email address	Mandy.perumal@cambridgefood.co.za

**Additional information**

Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	11650 R per month