



Peggy Sekomeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a reliable and competent Recruitment Administrator with 4 years+ experience within a recruitment agency.

I have completed an HR Hiring NQF6 certificate through Unisa, currently busy with N.Diploma in Human Resource Management.

I am attentive to detail, effective communicator, team player with the ability to work very well under pressure. I adapt easily to any environment. I would like to join an organisation that will enable me the opportunity to grow and develop my skills.

I work effectively well with people ... to ensure that company objectives are met.

Preferred occupation	Recruitment Administrator Junior Recruiter Management, human resources jobs
	PA to Recruitment Manager Administrative jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1987-02-14 (37 years old)
Gender	Female
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 2012.03 iki 2016
Company name	HR Interactive
You were working at:	HR specialists
Occupation	Recruitment Administrator
What you did at this job position?	coordinating Recruitment process -from placing Ads to extending offers.

Education

Educational period	nuo 2015.02 iki 2015.10
Degree	Certificate
Educational institution	UNISA
Educational qualification	HR Hiring Practices [NQF6]
I could work	Recruitment for various sectors

Languages

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

Computer knowledge

MS Word, Excel, PowerPoint

Additional information

Your hobbies	Watching educational shows on TV, Music, Art, new hobby is reading books
Driver licenses	None
Salary you wish	10-12K R per month
How much do you earn now	TBA R per month