



# Vezokuhle Billy Mdletshe

Curriculum Vitae (CV)

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

presentation and reporting writing.

**Preferred occupation** Project managers  
 As an Industrial Psychology and Communication graduate I have acquired a vast experience in Management, human resources Jobs leading the teams for over 10 years; from having weekly meeting where issues of planning, setting Administrators goals and developing solutions where there are challenges. Recruitment, selection, orientation, Administrators training and development. Management of resources through performance monitoring, coaching, training and development identifying risks and accountability. Other jobs

**Preferred work location** North Coast  
 KwaZulu-Natal  
 Durban City  
 KwaZulu-Natal  
 As an Employee Wellness Programme planned for the financial year throughout the province and writing monthly, quarterly and annual reports. Counselling and referring employees for professional help so that they may be productive in their work and balance they work-life when at home. Assisting the referred employee with after-care services and develops tools to monitor

**Contacts and general information about me**

and develop sustainable behavioural change. Identifying gaps and need for improvement for individuals and groups. Planning of quarterly Health Screening, monthly Financial Management Park, Healthy Living, and Chronic Management in the workplace; which improved the wellness of Employees. Conducting trainings of line managers, organised labour representatives, Peer Educators, OHS officers, First Aiders, Fire Fighters, Gender Focal Persons; which improved Telephone number information sharing within the organisation  
 Information is available only for registered users.

**Working address** unionised environment balanced the continuous engagement with the employee in terms of policy, procedures and circulars that at times needed to be interpreted in vernacular  
[Sign in](#)

**Work experience**

language where I was much involved. As a Committee Member for both Gender Forum and Health and Safety Committee; one have a responsibility of capacitating and update role players and working period from 1991.02 till 2016.09  
 Company name Human Settlements  
 You were working at HR Specialists  
 Occupation Assistant Director  
 What you did at this job position? Reporting to HR Director. Managing the utilisation of unit resources and representing the department in national and provincial meetings  
 Using Project Planning methodologies from brainstorming activities, to developing Work Breakdown Structure (WBS) with planned timeframes and resources (financial & human), designing a Gantt

**Education**

Developing Communication Plan, developing a Risk Management Plan from the SWOT  
 Educational period from 1997.02 till 1999.11  
 Degrees Degree  
 Educational institution University of Zululand  
 Educational qualification Bachelors Degree in Humanities  
 I could work HR, Projects, Training and Development

**Languages**

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

**Computer knowledge**

Advanced Presentation Skills, Word and Excel

**Conferences, seminars**

Emerging Management Development Programme - University of Pretoria

**Recommendations**

Contact person	Mr. W.J. Ziqubu
Occupation	Director
Company	Human Settlements
Telephone number	031 3721 801 / 082 5677 418
Email address	willow.ziqubu@kzndhs.gov.za

**Additional information**

Your hobbies	Soccer, Reading and Jogging
Driver licenses	EB Articulated Light Vehicle $\leq$ 3,500kg
Driver license from	1997-02-00 (27 years)
Salary you wish	21000 R per month
How much do you earn now	21000 R per month