

# **Busiswa Fundzo**

Curriculum Vitae (CV)

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

I am good in planning, organising, leading and controlling skills, problem solving. My administrative skills are mostly in HR, for example: Salary administration, facilitate all kinds of of benefits and overtime, ensure that employees receive their salary advices timeously, facilitate staff establishment on Persal, responsible for leave administration, leave audit and capturing of leaves on Persal, capturing appointments and service termination on Persal, approve transactions done by other users, coordinate traning of employees, training and supervise newly appointed officials and interns, compilation of duty roaster, assist during recruitment and selection process, compilation of monthly reports in month ends.

Preferred occupation Administrators
Administrative jobs

# Contacts and general information about me

Day of birth 1976-06-11 (48 years old)

Gender Female

Telephone number Information is available only for registered users.

Sign in

Email address Information is available only for registered users.

Sign in

#### Work experience

Working period nuo 2007.03 iki dabar

Company name Correctional Services

You were working at: HR specialists

Occupation HR practitioner

What you did at this job position? HR administration

# **Education**

Educational period **nuo 1993.01 iki 1996.11** 

Degree Grade 12 / Matric

Educational institution Osborne S.S.S

Educational qualification Matric

I could work at Personnel

Educational period nuo 2015.01 iki dabar

Degree Certificate

Educational institution Ingwe FET College

Educational qualification Human resource management

# Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
isiZulu	verv good	verv good	verv good

# Computer knowledge

Persal, Microsoft Word, Excel, PowerPoint. Have typing speed of 45 word per minute

# **Conferences, seminars**

Attended a Persal course. 2015. 07.05 to 2015.09.14. (6 weeks). Full Persal course.

### Recommendations

Contact person Mrs Mrwetyana N.J.

Occupation Centre coordinator staff support

Company Correctional Services

Telephone number 083 258 7615

## **Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2015-01-00 (9 years)
Salary you wish 20 000 R per month
How much do you earn now 15 000 R per month