



# Khesani Mabasa

Curriculum Vitae (CV)

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

I am looking for HR position where I can apply theoretical knowledge that I gained while refining my employment history. I am highly self motivated and deadline driven. I thrive under pressure with attention to details.

I have solid experience in establishing HR policies, Strategies, procedures, and have had direct responsibilities in the following functional areas: HR and Administration departmental issues, , Medical aid, Payroll, LRA, SDL, BCEA, B-BBEE, EEA skills.

If I am to be given the opportunity, I will contribute positively towards success within your organisation. Please find attached resume below.

Thank you

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1991-08-30 (32 years old)
Gender	Female
Residential location	East Rand 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 **nuo 2017.06 iki dabar**  
 Company name Kees Beyers Chocolates  
 You were working at: HR specialists  
 Occupation HR Assistant- Operations  
 What you did at this job position? • Retain current copies of amendment of BCEA, LRA, EEA, SDA, SDL, BBBEE and UIF.

**Education**

Educational period **nuo 2011.01 iki 2012.12**  
 Educational institution PC Training and Business College  
 Educational qualification Diploma in HRM  
 I could work HR Officer, Hr Consulttant, HR Coordinator, HR Advisor, HR Specialist etc

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

Word  
 Excel  
 Outlook  
 Office

**Additional information**

Your hobbies Socialising  
 Driver licenses None  
 Salary you wish 0000 R per month  
 How much do you earn now 0000 R per month