



# 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 (33 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	<b>nuo 2017.06 iki dabar</b>
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	<b>nuo 2011.01 iki 2012.12</b>
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