



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

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