



# Ntshidiseng Khumalo

Curriculum Vitae (CV)

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

I am a self motivated individual that copes well under pressure and prepared to work myself from the bottom, willing to learn new experiences which one comes across in the workplace environment In terms of interpersonal communication, I am responsive to my colleagues and am eager to help whenever possible. I am good in team work, able to consider and analyse different opinions, and take the lead when necessary. I am good at persuading others by creating relationships based on mutual trust and understanding. I am a self motivated person with good time management and organising skills.

I believe my determination, commitment, loyalty and willingness to learn will show to be a great asset to your organization should the opportunity arise. I also strongly believe I can perform well all the delegated duties and task. I believe that my educational foundation, skills and experience can prove beneficial to your organisation and it will show off my full potential and utilise my skills and knowledge.

Preferred occupation	Human Resources Administrator Human Resources Management, human resources jobs
Preferred work location	Johannesburg Gauteng East Rand Gauteng

## Contacts and general information about me

Day of birth	1989-04-01 (35 years old)
Gender	Female
Residential location	Sedibeng 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 2017.12 iki 2018**

Company name Global Direct

You were working at: Administrators

Occupation Recruitment Administrator

What you did at this job position? 1. Administration Updating personal files when required Attending to queries Organizing refreshments for meetings Issuing of payslips on a weekly basis Compiling weekly reports Validating account numbers and ID numbers Capturing Policy Trackers and Bells Upload sales to the CORE system Updating spreadsheets Greet and welcome guests as soon as they arrive at the office Direct visitors to the appropriate person and office Answer, screen and forward incoming phone calls Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures) Provide basic and accurate information in-person and via phone/email Receive, sort and distribute daily mail/deliveries Maintain office security by following safety procedures and controlling access via the reception desk. Order front office supplies and keep inventory of stock Update calendars and schedule meetings Keep updated records of office expenses and costs Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing 2. Recruitment Placing of Ads Screening of CV's Shortlisting Booking and conducting interviews Arranging interview venue Drawing up contracts Assigning merchandise codes to the new employees

Working period **nuo 2013.05 iki 2017.04**

Company name National Department of Health

You were working at: Administrators

Occupation Administration Clerk

What you did at this job position? Key Responsibilities / Deliverables Administration and Support Managing filling system Faxing, email and making copies Data capturing Minutes taking Attending to queries Make follow-ups on payments Organizing refreshments for meetings Issuing of payslips and ensuring that payrolls are signed for authorization on a monthly basis Compiling monthly reports Financial administration Budget management Compile year monitoring report(IYM) on the utilization of the departmental budget Assist in the budget projection Respond to queries regarding budget expenditure Assist in shifting of funds Processing payments Process sundry payments for travel cost claims that is paid to the ex and current mine workers (patients) Process travel and subsistence (S&T) claims by staff members Process mileage claims Monitoring the progress and status of all the payments and ensuring that payments are made within 30 days as per treasury regulations Maintain entity banking details of service providers Receiving, checking and verifying that all service providers' invoices comply with PFMA and treasury policies and procedures before being processed for payment. Process invoice payments Management of petty cash Authorizing the withdrawal of the petty cash from the bank Reimbursement and reconciling of petty cash Logistics and procurement admin Liaise with travel agencies to make travel arrangements Completing request for local travel form Completing official travel authority form Completing of short term requisition form Ordering of stationery

**Education**

Educational period	<b>nuo 2008.01 iki 2010.12</b>
Degree	Diploma
Educational institution	Vaal University of Technology
Educational qualification	National Diploma in Human Resources Management

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

**Computer knowledge**

MS office, Persal, BAS, CORE

**Additional information**

Your hobbies	Reading, writing and outdoor activities
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-08-00 (10 years)
Salary you wish	15000 R per month
How much do you earn now	8000 R per month