



Simphiwe Mtshali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have good computer skills
Good communication skills
Good interpersonal skills
I can well under pressure
Time management skill
I can work with persal system

Preferred occupation	Data capturers Administrative jobs
	Human resources administration Management, human resources jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-10-26 (28 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2016.12 iki 2018.05
Company name	Piet Retief Hospital
You were working at:	HR specialists
Occupation	Human Resources Management
What you did at this job position?	Registry clerk duties, Switchboard operator, data Capturing on persal system, Recruitment and Selection

Working period **nuo 2018.06 iki 2018.09**
 Company name Vonestra marketing
 You were working at: Sales agent
 Occupation Sales agent
 What you did at this job position? I worked with store such as Game,builders,Makro and CTM opening store accounts and also training new hired employees

Education

Educational period **nuo 2015.01 iki 2016.06**
 Degree Certificate
 Educational institution Majuba TVET College
 Educational qualification N6 Human resources management
 I could work as Human resources Clerk

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

I have Good computer Skills including:
 Microsoft word
 Microsoft Excel
 Internet
 Power point

Conferences, seminars

I have attended conferences regarding Recruitment and Selection and also career guidance center

Recommendations

Contact person Sbongile Nkosi
 Occupation Human resources management Practioner
 Company Piet Retief Hospital
 Telephone number 0711439225
 Email address sbongilen@mpuhealth.gov.za

Additional information

Your hobbies Reading
 Playing netball
 Singing
 Salary you wish 7500 R per month