



# 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<br>Administrative jobs                              |
|                         | Human resources administration<br>Management, human resources jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng                                      |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1995-10-26 (29 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2016.12 iki 2018.05</b>  |
| 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