



# Mfundo Educarer Hlophe

Curriculum Vitae (CV)

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



Working period **nuo 2007.08 iki 2018.12**  
 Company name Department of Justice Regional Office Durban  
 You were working at: Recruitment professional  
 Occupation HR Officer  
 What you did at this job position? Still working as HR Officer

**Education**

Educational period **nuo 2004.01 iki 2006.12**  
 Degree Diploma  
 Educational institution Mangosuthu University of Technology  
 Educational qualification ND in Human Resources Management  
 I could work HR Sexction and Occupational Health and Safety

Educational period **nuo 2011.01 iki 2012.05**  
 Degree Diploma  
 Educational institution INTEC College  
 Educational qualification Professional Secretary  
 I could work Administration functions

**Languages**

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good
isiXhosa	good	good	fluent

**Computer knowledge**

- Theory of computers:
1. MS Word
  2. MS Excel
  3. Powerpoint
  4. Living Online (Network, Email and Internet)

**Conferences, seminars**

1. Occupational Health and Safety Training- 04 September 2014.
2. Professiona minutes taking Training- 08 June 2015.
3. Computer training-14 August 2017

**Recommendations**

Contact person Mr LN Sibiya  
 Occupation Assistant Director : Recruitment, Selection and Mobility  
 Company Department of Justice, Regional Office, Durban  
 Telephone number 031 372 3112  
 Email address lindosibiya@justice.gov.za

Contact person Ms K. Sikhonde  
 Occupation Senior Human Resource Officer  
 Company Department of Justice Regional Office, Durban  
 Telephone number 031 372 3118  
 Email address CSikhonde@justice.gov.za

Contact person Mrs Songelwa  
 Occupation Part-time coordinator HR  
 Company Esayidi TVET College  
 Telephone number 039 727 3062  
 Email address N/A

**Additional information**

Your hobbies 1. Playing cricket  
 2. Jogging  
 3. Socializing  
 4. Swimming  
 5. Reading articles

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2018-12-00 (5 years)

Salary you wish 18000 R per month

How much do you earn now 15000 R per month