



Eubert Chabane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator Position in HR, Admin, Clerks or Safety Officer and Claims Department.

I never fail to learn, am a very good listener if someone is speaking with me.

Preferred occupation

Administrators

Administrative jobs

Claims manager

Administrative jobs

Assistant Safety Officer

Mining jobs

Recruitment professional

Management, human resources jobs

Preferred work location

Mbombela / Nelspruit

Mpumalanga

Polokwane / Pietersburg

Limpopo

Ekangala

Mpumalanga

Hendrina

Mpumalanga

Malelane

Mpumalanga

Carolina

Mpumalanga

Lydenburg

Mpumalanga

Contacts and general information about me

Day of birth

1981-04-13 (43 years old)

Gender

Male

Residential location

Mbombela / Nelspruit

Mpumalanga

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period	nuo 2005.06 iki 2017.03
Company name	SanParks in the Kruger National Park
You were working at:	Recruitment professional
Occupation	Human Capital Practitioner and Benefits
What you did at this job position?	Recruitments and Selection, Leave Administrator, Death Claims Processing Death Claims; Medical Unfit Claims; Compiling Reports for the Board of Trustees and to the Senior Manager; Board of Trustees Meetings, Beneficiary Trust Funds, Admin Meetings with Fund Administrators, Build and Maintain Positive Clients Relationship, Investigations of Death Claims; Advising Beneficiaries with the Investment of Death Benefit; Knowledge of section 37C; Offering Mediation; Counselling Bereaved Families; Investments; Sick Leave audit; Appointments; Funeral Claims; Withdrawals Claims; Retirement Claims; Assisting Retiring members with the Investment and Purchasing Annuities, Home Loans & Emergency Funds; Recruitments and Selections; Vehicle Schemes, Assisting in Ordering Vehicles, Natis Request from Wes bank, Registrations of Vehicles, VIP Payroll and training, HR Premier and Dynamic System; Preparing Suitable Questions for the Positions, Interviews Appointments, Screening, Qualifications Verifications and Referring for Medical Examination. Employment Equity Plan; Organisational Policies Interpretation and Presentations; Organograms and Establishment Tables, Sometimes Acting HR Manager and Wellness Manager and Submitting Acting Reports. (Overall Working Experience in Human Recourses are 10Years) ims, Funeral Claims, Withdrawal Claims, Coida, Death Claims Investigation, Reports Writing to the Board of Trustees, Trustees Meetings, Admin Meeting, Sub-Committe Meetings, Departmental Meetings, Organisational Costing, Orgonograms.

Education

Educational period	nuo 1987.01 iki 2001.12
Degree	Grade 12 / Matric
Educational institution	Nkatini High School
Educational qualification	Matric Grade 12
I could work	Yes
Educational period	nuo 2012.01 iki 2013.03
Degree	Certificate
Educational institution	UNISA
Educational qualification	Level 06 Labour Relation Management
I could work	Yes

Educational period **nuo 2012.01 iki 2018.06**
 Degree Certificate
 Educational institution University of Pretoria
 Educational qualification Emerging Management Development Programme
 I could work Yes

Educational period **nuo 2018.02 iki 2018.02**
 Degree Diploma
 Educational institution NOSA
 Educational qualification Level 05 SAMTRAC
 I could work YES

Educational period **nuo 2018.03 iki 2018.03**
 Degree Certificate
 Educational institution NOSA
 Educational qualification Hazard Identification and Risk Assessment (HIRA)
 I could work Yes

Educational period **nuo 2002.01 iki 2002.06**
 Degree Diploma
 Educational institution Good Hope Tech
 Educational qualification Diploma in Computer Literacy
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Xitsonga	fluent	fluent	fluent
Afrikaans	good	good	good
Sesotho	good	good	basic
Tshivenda	very good	good	good
SiSwati	good	good	good

Computer knowledge

MS Outlook

Data Processing

MS Word

Diploma In Computer Literacy
Conferences, seminars

Disability Seminars by Old Mutual
 Computer Studies

Initiating and Chairing Disciplinary Hearing
 MS Excel

Effective Time Management

MS- Access

Conflict and Stress Management

Section 37c

Benefit Calculator

Recommendations

Contact person	Ms Queeneth Mashigo
Occupation	Human Capital Manager
Company	SanParks in the Kruger National Park
Telephone number	013 735 4204
Email address	queeneth.mashigo@sanparks.org

Contact person	Mr Sherlock Shabagu
Occupation	Wellness Manager
Company	Sanparks in the Kruger National Park
Telephone number	013 735 4308
Email address	sherlock.shabangu@sanparks.org

Additional information

Your hobbies	Playing Cheers
	Playing Tennis

	Going Fishing
	Reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2003-06-00 (21 years)
Salary you wish	15000 R per month
How much do you earn now	None R per month