



# Phindile Shabalala

Curriculum Vitae (CV)

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

I am looking for a Recruitment Consultant/ Admin/Data Capturing jobs I have great communication skills both written and verbal as I get along very accommodating and adapt very quickly to any environment with my versatile personality. I am target driven and go the extra mile to give satisfactory work.

I believe that I am a very fast learner as I listen attentively and make sure that I follow each and every instruction given and I pay close attention to detail.

Preferred occupation	<b>HR intern</b> Management, human resources jobs
	<b>Data capturers</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Pretoria / Tshwane</b> Gauteng
	<b>West Rand</b> Gauteng
	<b>Ladysmith</b> KwaZulu-Natal
	<b>Bethal</b> Mpumalanga

## Contacts and general information about me

Day of birth	1993-06-16 (31 years old)
Gender	Female
Residential location	Johannesburg 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>

**Work experience**

Working period **nuo 2017.05 iki 2021.09**  
Company name Lulaway Holdings  
You were working at: Recruitment professional  
Occupation Senior Recruitment Consultant  
What you did at this job position? Recruiting, Data capturing, general admin duties, conducting and scheduling interviews

Working period **nuo 2014.03 iki 2015.09**  
Company name Leratong Hospital  
You were working at: Administrators  
Occupation Admin Clerk/Data Capturer  
What you did at this job position? Filling, Schedule appointment dates, General admin duties, fillout the register, Switchboard

**Education**

Educational period **nuo 2012.01 iki 2013.06**  
Degree Certificate  
Educational institution South West Gauteng College - Dobsonville  
Educational qualification N6 Business Management  
I could work Retail or any business environment that focuses on Public relations

Educational period **nuo 2022.01 iki 2022.11**  
Degree Certificate  
Educational institution Unisa  
Educational qualification Social Auxiliary Work  
I could work Ngo, npo or any organizations

**Languages**

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

**Computer knowledge**

Windows

Adobe

Microsoft Office  
**Conferences, seminars**

Recruitment Drive Fidelity Security Secunda June 2019

### Recommendations

Contact person	Londiwe Luthuli
Occupation	Recruitment Manager
Company	Lulaway Holdings
Telephone number	0715434405

Contact person	Royal Sithole
Occupation	Admin Supervisor
Company	Leratong Hospital
Telephone number	01141103901
Email address	Rsithole@gmail.com

### Additional information

Your hobbies	Music Accessing free courses Browsing the internet Reading books
Driver licenses	None
Salary you wish	6000-10000 R per month
How much do you earn now	7000 R per month