



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