



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.

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|-------------------------|--|
| 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

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|----------------------|---|
| 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 |

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|------------------|--------------------|
| 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 |