



Lizel Mentoor

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently seeking an HR Administrator position or an admin Clerk position.

I am very hardworking. If I have to work late in order to get the work done, I do so without complaint or remuneration. Enjoy people interaction. I like solving problems and try to find solutions in which everyone benefits. Try to work as accurately as I possibly can. A little bit of a perfectionist. Try to motivate people around me.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Winelands Western Cape

Contacts and general information about me

Gender	Female
Residential location	Cape Winelands Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.03 iki 2019.05
Company name	Marcel's Gourmet Frozen Yoghurt
You were working at:	HR intern
Occupation	HR/Payroll clerk
What you did at this job position?	Processing of salaries. Recruitment of factory and retail staff. Maintaining training registers. Filing. Email correspondence. Issue of UI19's. COIDA online submissions.

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	good
English	fluent	very good	very good

Computer knowledge

Microsoft Office

Syspro

Pastel Payroll

Additional information

Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	R8000 R per month