



# Rofhiwa Tshishonga

Curriculum Vitae (CV)

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

COMPANY : FIDELITY SECURITY GROUP

POSITION : HR ADMINISTRATOR

DURATION : 2017- PRESENT

### DUTIES

PROCESSING OF PAYROLL ORDERS

ADVERTISEMENTS OF VACANT POSITIONS

PRE - EMPLOYMENT SCREENING

HUMAN RESOURCES ADMINISTRATIVE SUPPORT

PAY QUERIES

REPORTS AND GENERAL FEEDBACK

HR MANAGE SYSTEM

Preferred occupation

Recruitment professional  
Management, human resources jobs

Preferred work location

Louis Trichardt  
Limpopo

## Contacts and general information about me

Day of birth 1991-08-15 (33 years old)

Gender Male

Residential location Louis Trichardt  
Limpopo

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 2017.12 iki 2019.12**  
 Company name FIDELITY SECURITY GROUP  
 You were working at: Administrators  
 Occupation HR Administrator  
 What you did at this job position? COMPANY : FIDELITY SECURITY GROUP POSITION : HR ADMINISTRATOR DURATION : 2017- PRESENT DUTIES PROCESSING OF PAYROLL ORDERS ADVERTISEMENTS OF VACANT POSITIONS PRE-EMPLOYMENT SCREENING HUMAN RESOURCES ADMINISTRATIVE SUPPORT PAY QUERIES REPORTS AND GENERAL FEEDBACK HR MANAGE SYSTEM

**Education**

Educational period **nuo 2009.02 iki 2015.11**  
 Educational institution TSHWANE UNIVERSITY OF TECHNOLOGY  
 Educational qualification ND HUMAN RESOURCE MANAGEMENT  
 I could work HR MANAGER

**Languages**

Language	Speaking level	Understanding level	Writing level
Tshivenda	fluent	fluent	fluent
English	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent

**Computer knowledge**

Ms office complete suite

**Recommendations**

Contact person MAFOGO KG  
 Occupation CASH PROCESSING TELLER  
 Company FIDELITY SECURITY COMPANY  
 Telephone number 072 117 8392  
 Email address mafogoreagan@gmail.com

**Additional information**

Your hobbies READING MAGAZINES AND NEWS PAPERS,  
 Driver licenses None  
 Salary you wish 12 000 R per month  
 How much do you earn now 10 000 R per month