



# Happy Sibongile Sikwelane

Curriculum Vitae (CV)

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

HR Related, Recruitment, Admin

Preferred occupation

HR specialists  
Management, human resources jobs

Preferred work location

Witbank  
Mpumalanga  
  
Bronkhorspruit  
Gauteng

## Contacts and general information about me

Gender

Female

Residential location

Witbank  
Mpumalanga

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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## Work experience

Working period

**nuo 2006.12 iki 2009.02**

Company name

Eskom Kendal Power Station

You were working at:

Secretaries

Occupation

HR Secretary

What you did at this job position?

Secretarial duties

Working period

**nuo 2009.03 iki 2020.06**

Company name

Kendal Power Station

You were working at:

HR specialists

Occupation

HR Assistant Officer

What you did at this job position?

Recruitment, monthly reports, performance management, data capturer, overtime stats, audits, reports, etc

## Education

Educational period	<b>nuo 2013.01 iki 2015.05</b>
Degree	Diploma
Educational institution	BMT College
Educational qualification	National Diploma in HRM and Practices
I could work	At HR, Recruitment, Admin

### Languages

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

### Computer knowledge

MS Office

SAP

### Recommendations

Contact person	Themba Hlatshwayo
Occupation	HR Manager
Company	Sasol
Telephone number	083 258 4353

### Additional information

Your hobbies	Reading and Writing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2008-00-00 (16 years)
Salary you wish	35000 R per month
How much do you earn now	35000 R per month