



Nonduduzo Dee Zibsni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Responsible for Disciplinary action
- Company Representative at CCMA
- Distribution of Uniforms
- New Employee Packs (Contracts) and conduct staff inductions
- Payroll, Pay Queries
- Typing Documents, Ms Word, Ms Excel and Ms Power Point
- Manage Filing (Staff Files per Department)
- Data Capturing (Laboursoft System)
- Monitoring Clockings (XTime 200, HRPM System)
- Scheduling Supervisors Meetings and taking minutes
- Distribution of Payslips to Department heads
- Attending to staff personnel issues
- Authorization of Overtime
- Filling in of IOD (Injury on Duty) forms and submitting them
- Bookings for staff Trainings including Supervisors
- Termination of services based on Probation or Dismissal
- Attend to incoming calls and emails and respond to them

Preferred occupation

HR specialists

Management, human resources jobs

Contacts and general information about me

Day of birth 1990-08-04 (33 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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

Email address *Information is available only for registered users.*
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Additional information

Salary you wish	15 000 R per month
How much do you earn now	8 195 R per month