



# Lorraine Ntombenhle Ndlovu

Curriculum Vitae (CV)

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

Human Resource Officer position. I have 12 years experience as a human Resource Officer, I worked for department of health kzn from 2006/10/01 to 2020/01/31 then my family relocated to Pretoria. I tried Departmental transfer it unsuccessful and the option was to resign since my family was already in Pretoria. More skills will be on my cv

|                         |  |
|-------------------------|--|
| Preferred occupation    | Recruitment professional<br>Management, human resources jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng                                |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1976-08-29 (47 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2006.10 iki 2020.01</b>   |
| Company name                       | Health kzn   |
| You were working at:               | HR specialists   |
| Occupation                         | Human Resource Officer   |
| What you did at this job position? | Recruitment an selection, capture appointments on persal, opening of personal and leave files, attending to staff queries, answering telephone, distribution of payslip, capture terminations of staff on persal, prepare pension documents and submit to GEPP, booking accommodations for staff that are on training, bursary selection for inservice staff, leave auditing, capture allowances on persal |

## Education

Educational period **nuo 1989.01 iki 1993.12**  
 Degree Grade 12 / Matric  
 Educational institution Ndengetho high school  
 Educational qualification Matric

Educational period **nuo 1997.02 iki 1999.11**  
 Degree Diploma  
 Educational institution Technikon Natal  
 Educational qualification Diploma in Business management

Educational period **nuo 2013.07 iki 2015.12**  
 Degree Diploma  
 Educational institution Elangeni tvet college  
 Educational qualification National diploma in human Resource management

#### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| isiZulu  | fluent         | fluent              | fluent        |

#### Computer knowledge

Ms word, excel, power point, pedal system

#### Recommendations

Contact person Siphiwe zulu  
 Occupation Human Resource manager  
 Company Catherine booth hospital  
 Telephone number 035 474 8402  
 Email address Siphiwe.zulu@kznhealth.gov.za

Contact person Ngcobo Phumzile  
 Occupation Human Resource supervisor  
 Company Rk Khan hospital  
 Telephone number 031 459 6000  
 Email address phumzile.ngcobo@kznhealth.gov.za

#### Additional information

Your hobbies Studying, excersing  
 Driver licenses EB Articulated Light Vehicle ≤ 3,500kg  
 Driver license from 2006-05-00 (18 years)

Salary you wish

15000 R per month