



Andrew Korera

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Human resources assistant

Dedicated worker

Hardworking and resolute

Aims for best results

Experienced and mature

Can be wholly relied upon

Preferred occupation

Recruitment professional

Management, human resources jobs

Preferred work location

Johannesburg

Gauteng

Contacts and general information about me

Day of birth

1968-09-12 (55 years old)

Gender

Male

Residential location

Other Limpopo

Limpopo

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 2003.09 iki 2021.02

Company name

Ministry of health and child care zw

You were working at:

Recruitment professional

Occupation

Human resources assistant

What you did at this job position?

Recruitment and selection, training new cadres, payroll management, records maintenance, staff disciplinary and grievance issues, processing all kinds of leaves, employee counseling

Education

Educational period	nuo 1985.01 iki 1998.12
Degree	Diploma
Educational institution	Institute of Personnel Management Zimbabwe
Educational qualification	GCSE Ordinary level and Advanced level
I could work	School teacher

Educational period	nuo 1997.03 iki 1999.11
Degree	Diploma
Educational institution	Cambridge Tutorial College
Educational qualification	Diploma in Advertising and Public Relations
I could work	Public relations officer

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

PowerPoint

Excel

Word

Conferences, seminars

Seminars on human resource development issues. August 2009

Human resource performance management June 2012

Human resources skills development April 2014

Human resource employees grievances and disciplinary procedures May 2016

Recommendations

Contact person	Mr Tichaona Mananda
Occupation	Human Resources Officer
Company	Ministry of Health and Child Care zw
Telephone number	+263772887798
Email address	tichmananda@yahoo.com

Additional information

Your hobbies	Reading human resource journals Gardening
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	Going to church
	Watching TV
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	2100zwl R per month