

# Cecilia Ndhlovu

## Curriculum Vitae (CV)

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

I have completed the national diploma in human resources management and I have more than four years of experience in the field of administration,

I know a knowledge of the Batho Pele principles,

I have an experience in public and private sector where i gain the positive attitude and improve my skills such as communication, interact and computer literacy skills.

I know a knowledge of PERSAL.

Preferred occupation      Administrators  
                                    Administrative jobs

Preferred work location      Johannesburg  
Gauteng

## **Contacts and general information about me**

Day of birth 1991-10-09 (34 years old)

Residential location      Pretoria / Tshwane  
Gauteng

**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 **nyo 2014.01 iki 2015.02**

Company name Tshwane North TVET College

You were working at: Academic officer

## Occupation Data Capturer

## What you did at this job position? Capturing the application for students

Working period **nuo 2015.04 iki 2017.09**  
 Company name Department of Higher Education and Training  
 You were working at: HR intern  
 Occupation Administration  
 What you did at this job position? Recruitment and selection, Condition of services

Working period **nuo 2019.11 iki 2021.01**  
 Company name Bigsave Distribution Centre Pty Ltd  
 You were working at: Administrators  
 Occupation HR department  
 What you did at this job position? Training and development for learnerships and internships

### **Education**

Educational period **nuo 2012.01 iki 2016.08**  
 Degree Diploma  
 Educational institution Tshwane North TVET College  
 Educational qualification Human Resources Management  
 I could work Business Administration

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	good	good
Xitsonga	good	good	good
Sepedi	good	good	good
SiSwati	good	good	good
isiZulu	good	good	good

### **Computer knowledge**

Ms word office  
 Ms excel office  
 Power point  
 Outlook

### **Additional information**

Your hobbies Reading  
 Cooking  
 Jogging every morning  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2015-12-00 (10 years)  
 Salary you wish 7000 R per month

How much do you earn now

5200 R per month