



# 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)

Gender    Female

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.*  
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## Work experience

Working period                                      **nuo 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

Language	Speaking level	Understanding level	Writing level
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