



Elmorentia Katz

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young and enthusiastic individual. I seek a challenging opportunity to fully utilize my skills and knowledge. Communication is one of my key strengths, building a relationship with people to deliver the best results.

I am looking for any administrative of human resource related job.

I have experience in Payroll, contracts, skills development and a lot more HR related work.

I have a higher certificate in Public management. I also possess a short course certificate in HIRA and Legal liability. I can work well in a team as well as individually. I am hardworking and can adapt fast to any given environment.

I might not have a lot of experience but I am a fast learner and can do anything I put my mind to. If you give me a chance to prove myself, I will not disappoint you. I am responsible and trustworthy. I also believe that with great power, comes great responsibility.

Preferred occupation	Secretaries
	Administrative jobs
Preferred work location	HR intern
	Management, human resources jobs
	Kathu
	Northern Cape
	Kimberley
	Northern Cape

Contacts and general information about me

Day of birth	1998-02-12 (27 years old)
Gender	Female
Residential location	Douglas Northern Cape
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	nuo 2020.03 iki 2021.06
Company name	SA National Labour Solutions
You were working at:	HR intern
Occupation	Intern
What you did at this job position?	payroll, contracts, skills development, filling, photo copies, scanning, emails, minutes of meetings, warnings, dismissals

Education

Educational period	nuo 2017.02 iki 2018.11
Degree	Certificate
Educational institution	Patsimang NCUTVET College
Educational qualification	Public Management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	very good	fluent	very good
English	good	very good	very good

Computer knowledge

Microsoft Word
 Microsoft Excel
 Microsoft Office
 Microsoft Powerpoint

Recommendations

Contact person	Glen Urquhart
Occupation	CEO
Company	SA National Labour Solutions
Telephone number	0763222331
Email address	glen@laboursolutions.co.za

Additional information

Your hobbies	singing dancing cooking listening to music
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	5000 R per month