



Philile Mthethwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard-working, well-disciplined and self-motivated human resource graduate, I am an aspiring ,young professional in the Human Resource Management field. I contribute intellectually into the working environment, possessing sound knowledge in the human resource management sector. I have sound knowledge and understanding of human resource management principles for the workplace, I have a sound level of comprehension of the Labour Relations Act ,Employment Equity amongst other acts recognizable and crucial in the workplace. I also possess administrative and clerical experience from my previous workplace which has taught me various skills ,moreover the ability to work in a dynamic yet collaborative environment thus enabling me to have strong determination and critical thinking. I have two years experience in administrative/clerical work. I am proficient in microsoft excel. I am able to work both independently and in a dynamic team to meet tight deadlines. I have sound understanding of human resource management and supply chain management practices, functions as I have done modules pertaining to the two spheres. I have exceptional experience in data collection ,analysis and collaboration as I am computer literate and possess two computer certificates.

Preferred occupation	Administrators
	Administrative jobs
	Receptionist
	Administrative jobs
	Personal assistant
	Administrative jobs
Preferred work location	Midlands
	KwaZulu-Natal

Contacts and general information about me

Day of birth	1995-07-20 (28 years old)
Gender	Female
Residential location	Durban City
	KwaZulu-Natal
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 2018.03 iki 2018.11
Company name	Thusi Holdings
You were working at:	Receptionists
Occupation	Assistant
What you did at this job position?	Planning of Directors meetings •Scheduling of appointments •Clerical tasks •Attending to emails ,bookkeeping and telephonic conversations •Ensuring and attending meetings (if director not available) •Taking of minutes as per meeting •Daily cashing up of funds,business banking and record keeping •Keeping a record of all documents/scanning and/or filing documents
Working period	nuo 2019.01 iki 2020.08
Company name	Siphethokuhle Innovative Solutions
You were working at:	Buyer
Occupation	Assistant
What you did at this job position?	Planning the employers work day •Opening of business premises every morning •Collection,completion and delivery of documents •Search for goods and services which are required •Attendance of briefings •Manage company marketing and running social media page •Preparation of invoices,ensure book keeping and company financials are up to date •Attending to emails ,bookkeeping and telephonic conversations •Taking of minutes as per meeting •Daily cashing up of funds,business banking and record keeping •Keeping a record of all documents/scanning and/or filing documents

Education

Educational period	nuo 2014.02 iki 2020.09
Degree	Degree
Educational institution	University of KwaZulu Natal
Educational qualification	Bachelor of Social Sciences

Languages

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

Computer knowledge

Microsoft and Windows package certified.

Recommendations

Contact person	Mxolisi Sokhela
Occupation	Director
Company	Siphethokuhle Innovative Solutions
Telephone number	065 936 5614

Additional information

Your hobbies	I enjoy reading and exploring different academic interests. I am interested in pursuing a business management/administration qualification.
Driver licenses	None
Salary you wish	+R7500 R per month
How much do you earn now	R6000 R per month