



Mirander Nkuna

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I AM HARDWORKING AND DEDICTING PERSON WHO HAVE PATIENTLY WORKING WITH EMPLOYEE AND KNOW HOW TO HANDLE THE FILE AND EVEN APPLAY POPIA ACT AND I AM CURRENT WORKING AT PDPS AS HR ADMINISTRATION IT BEEN 4 YEARS

Preferred occupation	HR ADMINISTRATION Management, human resources jobs
Preferred work location	Secunda Mpumalanga Embalenhle Mpumalanga

Contacts and general information about me

Day of birth	1992-05-23 (33 years old)
Gender	Female
Residential location	Embalenhle Mpumalanga
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 2018.01 iki 2021.10
Company name	PLANT DESIGN AND PROJECT SERVICES
You were working at:	Administrators
Occupation	HR ADMINISTRATION
What you did at this job position?	DO THE CONTRACT ,CREATE FILE,LEAD ON DATABASE,ARRANGE DISCIPLINARY HEARING ,HANDLE THE FILE AND DO THE CONTRACT ADJUSTMENT AND RECRUITING

Education

Educational period	nuo 2011.01 iki 2015.12
Degree	Diploma
Educational institution	GIGA SKILLS BUSINESS COLLEGE
Educational qualification	DIPLOMA IN BUSINESS MANAGEMENT
I could work	YES
Educational institution	MSC BUSINESS COLLEGE
Educational qualification	CERTIFICATE IN BUSINESS ADMINISTRATION AND SECRETARY SUPPORT
I could work	YES
Educational period	nuo 2011.01 iki 2013.12
Educational institution	GIGA SKILLS
Educational qualification	CERTIFICATE IN PASTELL PAYROLL
I could work	YES

Languages

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

Computer knowledge

WORD ,EXELL POWERPOINT AND PASTELL PAYROLL

Recommendations

Contact person	JACOLINE TAUTE
Occupation	PAYROLL ADMINISTRATION
Company	PLANT DESIGN AND PROJECT SERVICES
Telephone number	0799139370
Email address	mirandern@pdps.co.za

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-05-00 (4 years)
Salary you wish	12000 R per month
How much do you earn now	18000 R per month