



# Nosicelo Kupiso

Curriculum Vitae (CV)

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

I'm looking for any administrative position like admin clerk..hr clerk...data capturer...switchboard operator in order to add on my experience

|                         |  |
|-------------------------|--|
| Preferred occupation    | <b>Data capturers</b><br>Administrative jobs         |
|                         | <b>Car drivers</b><br>Driver jobs                    |
|                         | <b>Administrators</b><br>Administrative jobs         |
|                         | <b>HR intern</b><br>Management, human resources jobs |
| Preferred work location | <b>East London</b><br>Eastern Cape                   |
|                         | <b>Bhisho</b><br>Eastern Cape                        |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1995-09-16 (28 years old)   |
| Gender               | Female  |
| Residential location | East London<br>Eastern Cape   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2015.10 iki 2017.04</b>   |
| Company name                       | Department of health   |
| You were working at:               | HR intern  |
| Occupation                         | HR intern  |
| What you did at this job position? | Assist in recruitment process , monitor register,capture leaves using persal system, capture transfers |

Working period **nuo 2018.07 iki 2018.12**  
 Company name FPD  
 You were working at: Data capturers  
 Occupation Data capturer  
 What you did at this job position? Open file for patients,capture patient information using Tier.net,make backups using hard drives

Working period **nuo 2019.01 iki 2021.12**  
 Company name Department of health  
 You were working at: HR specialists  
 Occupation HR clerk  
 What you did at this job position? Assist employees with enquired,compile and capture housing allowance,overtime and long service award for employees,deal with payroll,assist employees with study leaves

### Education

Degree Diploma  
 Educational institution Buffalo City tvet College  
 Educational qualification Human Resource Management  
 I could work Permanent

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent         | fluent              | fluent        |
| English  | good           | good                | good          |

### Computer knowledge

Word,Excell and access

### Recommendations

Contact person Mr LL Tshetshe  
 Occupation HR practitioner  
 Company Department of health  
 Telephone number 0437081750

### Additional information

Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2016-09-00 (7 years)  
 Salary you wish +-11000 R per month  
 How much do you earn now 6000 R per month