



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	Data capturers Administrative jobs
	Car drivers Driver jobs
	Administrators Administrative jobs
	HR intern Management, human resources jobs
Preferred work location	East London Eastern Cape
	Bhisho Eastern Cape

Contacts and general information about me

Day of birth	1995-09-16 (30 years old)
Gender	Female
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2015.10 iki 2017.04
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 (9 years)
 Salary you wish +-11000 R per month
 How much do you earn now 6000 R per month