



Nonoho Mecw

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a permanent position as an Administrator specializing mostly on HR department since I am having a background experience and having a mining experience.

Preferred occupation Administrators
Administrative jobs

Pernonnel Officer
Administrative jobs

Preferred work location Kathu
Northern Cape

Contacts and general information about me

Day of birth 1976-02-14 (49 years old)

Gender Female

Residential location Kuruman
Northern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2017.11 iki 2022.01**

Company name Transnet

Occupation Train Assistant

What you did at this job position? Couple and uncouple locomotive, changing points at the yard, admit train, assist train driver loading at the Mines. Assist with admin duties in the office as on my CV

Working period **nuo 2011.12 iki 2016.12**

Company name Department of Justice

Occupation Admin assistant

What you did at this job position? Assist public in a good manner, pay and receive maintenance money, opening and closing files,

Working period	nuo 2007.02 iki 2010.12
Company name	Kagisano local municipality
You were working at:	HR specialists
Occupation	Personnel Officer
What you did at this job position?	Draft monthly salary instructions, monitor absenteeism, capture leave on VIP modules arrange shortlisting and conduct interviews with the manager, draft appointment letter in accordance with BCEA

Education

Educational period	nuo 2010.08 iki 2013.01
Degree	Diploma
Educational institution	University of Johanneaburg
Educational qualification	HR Diploma (incomplete)
I could work	On HR department

Educational period	nuo 2015.01 iki 2017.12
Degree	Certificate
Educational institution	Boston College
Educational qualification	Certificate
I could work	On any other Administrative duties

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Setswana	fluent	fluent	fluent
Afrikaans	basic	basic	basic

Computer knowledge

Microsoft Excel, PowerPoint, Word, email

Recommendations

Contact person	Boihang Netebatse
Occupation	Chief-shed man
Company	Sishen
Telephone number	0822644457
Email address	Boihangntebatse74@gmail.com

Contact person	PB Louw
Occupation	Section Manager
Company	Sishen
Telephone number	0537239201
Email address	Paul.louw@transnet.net

Additional information

Your hobbies	Playing netball, reading.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-03-00 (13 years)
Salary you wish	R25 000 R per month
How much do you earn now	R21 000 R per month