



Nomvuyo Madladla

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A graduate in Human Resource Management who has extensive knowledge of recruitment selection and administration process. Nomvuyo is a confident individual who is good at building effective relationships at all levels of an organization. she will have no trouble handling a variety of personnel related issues. In her current role she supports the HR service delivery to over 100 or more employees by carrying out a range of administrative HR task. right now she is looking for a suitable role with a company that wants to recruit talented and proven persons like her.

Preferred occupation	Generals General jobs
Preferred work location	East London Eastern Cape Port St Johns Eastern Cape

Contacts and general information about me

Day of birth	1990-06-15 (35 years old)
Gender	Female
Residential location	Umtata / Mthatha Eastern Cape
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 2016.04 iki 2021.02**
 Company name JET STORE
 You were working at: Shop assistants
 Occupation RETAIL ASSOCIATE
 What you did at this job position? FILLING MANAGEMENT

Working period **nuo 2021.02 iki 2022.07**
 Company name Department of Social Development
 You were working at: Training
 Occupation Intern
 What you did at this job position? ☐ Perform admin duties such as filing, faxing, typing and photocopying. ☐ Assisting Booking in and booking out files manually and electronically. ☐ Fetching of parcels from the post office. ☐ Sorting circulars, opening and delivering mail to respective sections. ☐ Assisting Identifying and classifying records. ☐ Assisting Monitoring assets and stationery of the office. ☐ Assisting Managing incoming and outgoing correspondences ☐ Capturing of new appointments on HR REMS. ☐ Receive incoming files and transport outgoing files. ☐ Sorting of documents for filling. ☐ Assisting in registry counter services ☐ Assisting in machines related with registry.

Education

Educational period **nuo 2014.01 iki 2015.12**
 Degree Certificate
 Educational institution KING HINTSA TVET COLLEGE
 Educational qualification HUMAN RESOURCE MANAGEMENT N6
 I could work Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities. ☐ Assessed personnel performance and implemented incentives and team-building events to boost

Languages

Language	Speaking level	Understanding level	Writing level
English	basic	good	good

Computer knowledge

BASIC COMPUTER LITERACY
 FILE MANAGEMENT
 MS SOFTWARE
 MS EXCEL
 POWERPOINT
 E-MAIL AND INTERNET

Recommendations

Contact person	ATHENKOSI KHAHLA
Occupation	CHIEF REGISTRY CLERK
Company	SOCIAL DEVELOPMENT
Telephone number	0787459956
Email address	Athenkosi.Kahla@ecdsc.gov.za

Contact person	BAMBENI BULELA
Occupation	ADMIN CLERK
Company	SOCIAL DEVELOPMENT

Additional information

Your hobbies	SPORT NETBALL
Driver licenses	None
Salary you wish	salary that fit to my job R per month
How much do you earn now	3000 R per month