



# Phumzile Manqele

Curriculum Vitae (CV)

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

Admin and HR:

Skills Development, Performance management,

Maintaining leaves, salaries and various benefits

Recruitment and Selection

Data Capturing

Assistant in rendering receptionist duties

Computer practice

Customer care

Manage calender of appointments

Manage records

Planning and co-ordinating

Presentation and report writing skills

Preferred work location	Durban City KwaZulu-Natal
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## Contacts and general information about me

Day of birth	1984-09-14 (41 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	R10.000 R per month
How much do you earn now	R8.000 R per month