



Emmanuel Hlatletsi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

road worthy, and are continually being serviced.

3.4. Record and ensure maintenance of company assets, make sure company assets are insured

Preferred occupation: Administrators
General Office Administrator. Administrative jobs

1. Tender and Compliance administrator
HR administrator
Management, human resources jobs

Contacts and general information about me

1.1. Attend Tender Briefings.

Day of birth: 1991-10-10 (34 years old)

1.2. Complete by filling and Compile Tender documents.

Gender: Male

1.3. Search for new Tenders to submit, and ensure that Tender documents are completed and

Residential location: Pretoria / Tshwane
submitted on time. Gauteng

1.4. Ensure compliance of the tender documents before submitting by liaising with the industry

Telephone number: Information is available only for registered users.

professionals. [Sign in](#)

1.5. Produce monthly report on tenders submit, tenders awarded and regret letters, and to do

Email address: [Sign in](#)

follow up on the Tenders that have been submitted pending response.

Work experience

1.6. Do quality assurance before tenders are.

Working period: nuo 2018.07 iki 2020.11

2. HR administration duties: Linked Thoughts Consulting cc

You were working at: Administrators

2.1. Prepare salary report for monthly salary payments on a payroll system.

Occupation: General Office Administrator

What you did at this job position: 1. Tender and Compliance Administration. 1.1. Attend Tender

2.3. Review employment contracts, and company policy documents. 1.2. Complete by filling and Compile Tender

2.4. Conduct and attend Job interviews, and Conduct employee induction. 1.3. Search for new Tenders to submit, and ensure

2.5. Record and review leave days submitting payroll system. 1.4. Ensure compliance of the tender documents before

2.6. working with the HR agent on the selection and recruitment process. 1.5. Produce monthly report on tenders submit, tenders awarded

and regret letters, and to do follow up on the Tenders that

have been submitted pending response. 1.6. Do quality

assurance before tenders are submitted

3. Office, Assets and Fleet administration duties:

Additional information

Salary range of Office and site Equipment: 23 000 R per month petty cash, and perform ad hoc duties to the

Managing Director's office now 22 000 R per month

3.2. Manage office and site drivers, facilitate the purchase of Office and site equipments.

3.3. Ensure that company vehicles are parked at safe parking lot, they have insurance, and they are