



# Jennifer Herbst

Curriculum Vitae (CV)

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

Am Looking for a General Clerk or administrative clerk position closer to home.

Preferred occupation                      Administrative jobs

## Contacts and general information about me

Day of birth	1998-06-25 (27 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
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>

## Work experience

Working period	<b>nuo 2022.01 iki 2022.12</b>
Company name	Northam Platinum Booyseendal Mine
You were working at:	HR intern
Occupation	Working as HR Intern within Recruitment, Administrative and little bit of Manning
What you did at this job position?	Recruitment: Doing screening of CVs, Longlisting, facilitating interview process, doing References Checks on MIE, Arranging Medicals & Engaging employees. Working on SAP administration and maintaining information. Facilitating Leave forms, movement forms, terminations and attendance related charge forms. Also doing reports where necessary.

## Education

Educational period	<b>nuo 2018.01 iki 2021.12</b>
Degree	Degree
Educational institution	UNISA
Educational qualification	Bachelor Degree in Human Resource Management

## Languages

Language	Speaking level	Understanding level	Writing level
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English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

### Computer knowledge

SAP

Excel

Word

Microsoft

### Recommendations

Contact person	Barman Nxumalo
Occupation	System Controller
Company	Northam Platinum Booyse dal Mine
Telephone number	0828566803

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-03-00 (6 years)