



Ntombizodwa Caphuka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for HR internship job.

I have a natural ability to manage workloads and oversee daily tasks to ensure job performances meet or exceed expectations and a real desire to become a permanent member of your staff.

I am flexible, detail-oriented and can work as part of a group without problems or independently, whichever benefits the company the most. I am highly skilled in accounting, budgeting, record keeping, time reporting and all other clerical duties. I am highly skilled with computers and using programs such as spreadsheets and MS word. I am proficient in multi-tasking and possess strong leadership and interpersonal skills along with excellent analytical and problem solving skills. I always handle myself professionally when dealing with an unusual or emergency situation.

| | |
|-------------------------|---|
| Preferred occupation | HR intern Management, human resources jobs |
| Preferred work location | Port Elizabeth Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-06-03 (27 years old) |
| Gender | Female |
| Residential location | Durban City KwaZulu-Natal |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Additional information

| | |
|--------------------------|--------------------------|
| Salary you wish | R4500- R6500 R per month |
| How much do you earn now | 0.00 R per month |