



# 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 (29 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Additional information

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