



# Selinah Khoza

Curriculum Vitae (CV)

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

I'm looking for an administration or Human resource related job. I am a qualified HR manager with experience as a HR officer at the department of employment and labour and training as a call centre agent. I'm a goal driven individual, with computer skills, administration skills, excellent telephone etiquette and I can work under pressure and long hours until the work is done.

Preferred occupation

**HR intern**

Management, human resources jobs

**Administrators**

Administrative jobs

**Receptionist**

Administrative jobs

**Data capturers**

Administrative jobs

**Government jobs**

Government jobs

**Front Desk Agent**

Administrative jobs

Preferred work location

**Johannesburg**

Gauteng

## Contacts and general information about me

Day of birth

1997-04-16 (28 years old)

Gender

Female

Residential location

**East Rand**

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2022.08 iki 2022.11**  
 Company name Department of employment and labour  
 You were working at: HR intern  
 Occupation Human resource officer  
 What you did at this job position? HR administration, data capture and performance appraisal

Working period **nuo 2018.03 iki 2021.12**  
 Company name John's market  
 You were working at: Sales person  
 Occupation Sales person  
 What you did at this job position? Selling fruit and vegetables to customer

### Education

Educational period **nuo 2011.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution Phandimfundo secondary school  
 Educational qualification National senior certificate

Educational period **nuo 2020.06 iki 2020.11**  
 Degree Certificate  
 Educational institution Rand Hills Academy  
 Educational qualification Higher certificate

Educational period **nuo 2016.02 iki 2022.11**  
 Degree Diploma  
 Educational institution University of Johannesburg  
 Educational qualification National diploma in Human resource management

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |
| isiZulu  | fluent         | fluent              | fluent        |
| Sepedi   | very good      | very good           | basic         |

### Computer knowledge

I did end user computing at the University of Johannesburg and also have a certificate of achievement in miscrosoft office from tshepo1million that I obtained in 2022. I have proven experience of using a computer.

### Recommendations

|                  |                                     |
|------------------|-------------------------------------|
| Contact person   | Vusi Skhosana                       |
| Occupation       | Human resource manager              |
| Company          | Department of employment and labour |
| Telephone number | 0117479610                          |
| Email address    | Vusi.skhosana@labour.gov.za         |

|                  |                                     |
|------------------|-------------------------------------|
| Contact person   | Charmaine Hill                      |
| Occupation       | Performance manager                 |
| Company          | Department of employment and labour |
| Telephone number | 0114921514                          |
| Email address    | Charmaine.hill@labour.gov.za        |

|                  |                         |
|------------------|-------------------------|
| Contact person   | Alison kgomo            |
| Occupation       | Managing director       |
| Company          | Stylebyali.sa           |
| Telephone number | 0789138632              |
| Email address    | Alisonkgomo77@gmail.com |

#### Additional information

|                          |   |
|--------------------------|---|
| Your hobbies             | Reading novels.<br>Dancing.<br>Farming. |
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg     |
| Driver license from      | 2021-02-00 (4 years)                    |
| Salary you wish          | R10 000 R per month                     |
| How much do you earn now | R800 R per month                        |