



Sbongile Bogatsu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to apply for the position of now available Human Resources (Generalist) . The job description you provided with this position is a perfect match to my background experience and I would appreciate a chance to become a valuable member of your team.

I am very familiar with the leadership responsibilities associated with this profession as I have held the administration position for the last 3 years with a company that I thoroughly enjoyed working for.

I have excellent oral and written communications skills that make it easy to keep all functions within the department running smoothly and efficiently. I have the skills needed to ensure daily administrative and management tasks are being performed proficiently and knowledge of what equipment, programs, etc. is needed to create a modern and well-run office.

I have experience working at the Employee's relations Department, HRD (Individual development) and Talent Management Department. I thrive under pressure and could work fast, while maintaining a professional, friendly mind-set.

I welcome an opportunity to meet and talk with you in person about the position and to provide you with more information about why I feel I am the best match for this job. Kindly contact me at (071)-518-2830 to schedule an interview. I look forward to seeing you soon.

Sincerely,

Sbongile Bogatsu

Preferred occupation **HR specialists**
Management, human resources jobs

Preferred work location **Rustenburg**
North West

Contacts and general information about me

Day of birth **1990-03-14 (35 years old)**

Gender **Female**

Residential location **Rustenburg**
North West

Telephone number *Information is available only for registered users.*
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