



# Yondie Mafu

Curriculum Vitae (CV)

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

Any position that is HR relevant would be perfectly fine for me.

I'm very good at what I do. I go beyond my expectations. I do not give-up.

Preferred occupation

Data capturers

Administrative jobs

Human Resource Administrator

Administrative jobs

Preferred work location

Port Elizabeth

Eastern Cape

## Contacts and general information about me

Day of birth

1996-06-12 (29 years old)

Gender

Female

Residential location

Port Elizabeth

Eastern Cape

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

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## Work experience

Working period	<b>nuo 2019.11 iki dabar</b>
Company name	City Paint and Tool
You were working at:	Receptionist
Occupation	Receptionist / HR Assistant
What you did at this job position?	Working on Uniclox: Enrolling employees for clocking, checking time and attendance of employees daily, sending out absentees report to directors and managers daily, pulling timesheets monthly, drawing timesheets, compiling attendance bonus for payroll -Creating files for new employees & making sure that all the necessary information is there -Capturing leave forms (Annual leave, Sick Leave, Family Responsibility leave, etc) -Doing paperwork for Maternity (UI-19, UI-2.7, and Work Schedule) -Doing paperwork for IOD -Drawing Warnings and Capturing Warnings on SAGE 300 -Doing reference checks -Familiar with VIP Receptionist duties Answering incoming calls, welcoming customers, Receipt of payments on SAGE, doing credit notes on Sage & making sure that reception is neat, -Checking drivers' delivery notes against the driver log sheets -Updating extension list -Booking vehicles for service -Filling in tender forms -Filing of delivery notes, Purchase orders and IBTS 2. Company Name : City Paint and Tool Position : IBT Clerk & Admin Clerk Duration : 01 Feb 2023 to 30 April 2023 (Temp position) IBT Duties & Responsibilities : Receiving of stock, booking out stock, getting the stock boxed and despatched, doing follow up on outstanding IBT's. Admin Clerk Duties (temp position – 2months): -Finalizing Cash-Ups daily & Doing Banking daily

#### Education

Educational period	<b>nuo 2012.01 iki 2014.12</b>
Degree	Grade 12 / Matric
Educational institution	Amazizi S.S.S
Educational qualification	Matric
Educational period	<b>nuo 2015.01 iki 2015.06</b>
Degree	Diploma
Educational institution	EastCape Midlands Collage
Educational qualification	Human Resource Management
I could work	Yes

#### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good

#### Additional information

Driver licenses	None
Salary you wish	12000 R per month

How much do you earn now

8527 R per month