



Busiwe Bokwana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills, work well under pressure, team player, computer skills, excellent record keeping & filing, good administration, planning and organizing skills, pay attention to detail, great listening and interpersonal skills. In addition to these, I hold a Code C1 driver's license and I am also multilingual (English, IsiXhosa) which will be an added advantage in terms of communication.

I hold a certificate in Practical Labour Law Program (2022) in NMU, an Advance Diploma in Management (HRM - 2021) and a National Diploma in Human Resources Management (2020) in NMU.

I have 3 years HR experience in the following area, IR, recruitment, training, employee inductions, service terminations, promotions, medals, transfers, time and attendance, an general HR admin duties.

I feel that a relationship with your organisation would be mutually beneficial, as my educational background, HR and Admin experience would make me a perfect fit for the above mentioned position, and it would also allow me to refine my skills in a new working environment.

Preferred occupation	HR specialists Management, human resources jobs
	Recruitment professional Management, human resources jobs

Contacts and general information about me

Day of birth	1987-01-17 (39 years old)
Gender	Female
Residential location	Uitenhage Eastern Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Additional information

Salary you wish	25000 R per month
How much do you earn now	21000 R per month