



# 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.*  
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**Additional information**

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