



# Mbali Jacqueline Jennifer Ngubane

Curriculum Vitae (CV)

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

I'm looking for HR Administrator or any office Administration, Receptionist also I have experience as a receptionist.

Compile payroll documents and send it to payroll admin, organize and update staff records in file and system, assist with process of recruitment, reference check and preparing offers of employment to be signed, invite candidate for interview, distribute payslip for staff, manage assigned HR administrative task, do quotation for training, handling all the administrative duties with HR, data capturing, binding books, recruiting section 28 trade test, typing phase report, sorting stipend files and capture stipend for learners at the end of each month, receptionist, printing, making phone calls for student, distributing tools, ordering PPE's, attend audits and moderation of the difference projects, Compile progress and status report of the project, apply for trade test serial numbers from difference SETA's.

Preferred occupation	HR Administrator Management, human resources jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1991-12-19 (32 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	R10000 R per month
How much do you earn now	R7500 R per month