

# **Tariro Vannissa Mandaza**

## Curriculum Vitae (CV)

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

I am looking for a human resource assistant or officer as well as an administrator clerk. I can fit in both roles. Currently I have 2 roles at the company I am working with. As a human resource assistant I have functions namely recruitment and selection, induction of new employees, training and development on the job and off the job, Attending safety talks and stand downs. For the administration clerk I have roles of data entry both medicals and Personal Protective equipment. I have sound knowledge of the BMS policy and ISO regulations as well. I will add value to the organization through brilliant ideas that results in high productivity and in turn a competitive advantage in this business world.

I look forward to joining an amazing team and grow within the organization.

Preferred occupation	<b>HR intern</b> Management, human resources jobs
	<b>Administrators</b> Administrative jobs
	<b>HR specialists</b> Management, human resources jobs

Preferred work location

## **Contacts and general information about me**

Day of birth	1993-12-26 (32 years old)
Gender	Male
Residential location	<b>Coffee Bay</b> Eastern Cape
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	5000 R per month
How much do you earn now	4500 R per month