



Xolelwa Memeza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking general workers and also admin clerk position because I have qualification but I don't Have inough experience.

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	2000-01-21 (25 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.07 iki 2022.09
Company name	Winnie madikizela Mandela local municipality
You were working at:	HR specialists
Occupation	Hr recruitment and shortlisting
What you did at this job position?	I was doing data capturing and recruitment and selection, human resource development function and employee wellness programmers and Hr.

Education

Educational period	nuo 2020.01 iki 2022.11
Degree	Diploma
Educational institution	Nelson Mandela University
Educational qualification	Public management
I could work	As admin clerk, hr admin, payroll admin, supply chain.

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good

Computer knowledge

Computer literate and microsoft office365.

Recommendations

Contact person	A. BOMELA
Occupation	Hr manager
Company	Winnie madikizela Mandela municipality
Telephone number	0734989611

Additional information

Your hobbies	Non
Driver licenses	None
Salary you wish	R10 000 R per month
How much do you earn now	Non R per month