



# Ntokozo Xaba

Curriculum Vitae (CV)

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

6. Data-Driven Decision Making: My proficiency in analyzing HR information and preparing accurate reports has enabled data-driven decision-making. This analytical approach ensures that HR strategies are aligned with business goals and supported by robust data.

7. Project Management Skills: I have led various HR projects and continuous improvement initiatives, delivering exceptional services that support business objectives. My project management experience ensures that I can handle complex HR initiatives effectively.

8. Soft Skills and Collaboration: My strong interpersonal skills, including conflict resolution, rapport building, and collaboration, have enabled me to foster positive relationships within the organization. These skills are essential for maintaining a harmonious and productive work environment.

9. Certification and Continuous Learning: As a certified HR professional with a Master's degree in Human Resource Management, I am committed to continuous learning and professional development. My educational background and certifications underscore my dedication to excellence in HR management.

Given my extensive experience, strategic insight, and commitment to HR excellence, I am confident that I can make a significant positive impact as an HR Manager in your organization.

Preferred occupation	HR specialists Management, human resources jobs
	Team leader Management, human resources jobs
Preferred work location	Durban City KwaZulu-Natal

#### Contacts and general information about me

Day of birth	1994-09-16 (31 years old)
Gender	Female
Residential location	North Suburbs KwaZulu-Natal
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

As a highly skilled and experienced HR Services Manager with a strong focus on the EMEA region, I am an ideal candidate for the HR Manager position. My extensive background in HR management, policy compliance, and global workforce transitions has equipped me with the necessary expertise

#### Additional information

To excel in this role, there are several reasons why I am a perfect fit:

Salary you wish	60000 R per month
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How much do you earn now	48000 R per month
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1. Extensive HR Expertise: Over my career, I have developed a deep understanding of various HR functions, including payroll, benefits administration, employee onboarding and offboarding, contract management, and performance management. My role as an HR Services Manager at Safeguard Global has honed my skills in these areas, ensuring that I can handle the complexities of an HR Manager position with ease.

2. Strategic and Operational Leadership: I have consistently demonstrated my ability to provide