



# Elliot Mvunyelwa Miya

Curriculum Vitae (CV)

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

I hold a Bachelor of Administration degree in Human Resources Management from the University of KwaZulu Natal with Business Management and Industrial Psychology as majors. I have always cherished a dream of working for a successful and reputable company under HR or Admin departments. My intention is to implement the best HR practice and continuous improvement with regard to excellent service delivery so that the entire organisation can have a more positive impact on the overall business performance.

Preferred occupation	HR specialists Management, human resources jobs
Preferred work location	Witbank Mpumalanga

## Contacts and general information about me

Day of birth	1978-08-23 (47 years old)
Gender	Male
Residential location	Witbank Mpumalanga
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>

## Work experience

Working period	<b>nuo 2014.03 iki 2024.12</b>
Company name	Inkotha Trading Enterprises Cc
You were working at:	Foresters
Occupation	Secretary
What you did at this job position?	Arranging meetings between the management and company's stakeholders e.g community leaders , clients, service providers or suppliers and take down all the minutes. Ensuring that only the correct types of seedlings that are delivered during the planting of timber e.g Dania or Brandi's. Regularly update workers ' attendance register. Transporting some of the staff members to and from work and, Transporting company employees to their training facility if the need arises.

Working period **nuo 2007.10 iki 2008.11**

Company name Sasol Synfuels

You were working at: Recruitment professional

Occupation Recruitment Co ordinator

What you did at this job position? Maintaining a professional relationship with the candidates and Consultants. Receiving the interview arrangement requests from Consultants and verifying that all the information is attached e.g Venue, candidates, reference number. dates and times. Ensuring that only the correct candidates are invited for the interview and that all the documentation is correct and in order. Reconfirming the interviews with the candidates a day before the interview is take place. Compiling interview packs for the HRC and the Line Managers upon request from the Consultant or HRC. As well as updating en - guage regularly throughout the process.

Working period **nuo 2011.10 iki 2011.11**

Company name Statistics South Africa

You were working at: Government jobs

Occupation Fieldwork Supervisor

What you did at this job position? To work as Fieldwork Supervisor on all phases of Census 2011 activities including the following: Know the Enumerator Campaign ( Publicity). Listing and listing updates. Enumeration. 100% quality checks of questionnaires and assigned Enumerators. Transporting Enumerators to and from their Enumeration areas. And assisting in other areas as when required.

Working period **nuo 2003.12 iki 2006.02**

Company name Imbokodo 96.8 fm

You were working at: Journalists

Occupation A Radio Announcer

What you did at this job position? I was a presenter, a researcher and a producer of my shows.

## Education

Educational period **nuo 1998.01 iki 1998.11**

Degree Grade 12 / Matric

Educational institution Sizophumelela High School

Educational qualification Senior Certificate

I could work I used to work part time in the local community project.

Educational period **nuo 2001.02 iki 2004.11**

Degree Degree

Educational institution University of KwaZulu Natal

Educational qualification Bachelor of Admnistration (Human Resources Management)

I could work I became a Radio dj on UKZN Radio.

**Languages**

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent

**Computer knowledge**

I'm familiar with Microsoft package like word. Excel and PowerPoint. I'm also knowledgeable about emailing service.

**Conferences, seminars**

In 1998, I participated in the Expo for Young Businessmen which was based on Practical Business Concept offered by Sizophumelela high School.

In 2003. I attended Student Media Induction and Strategy Planning workshop offered by the University of KwaZulu Natal .

**Recommendations**

Contact person	Godfrey Mosekwa
Occupation	Current HR Manager
Company	Sasol Secunda Operations
Telephone number	079 043 2432
Email address	godfrey.musekwa@sasol.com
Contact person	Simon Miya
Occupation	Current General Manager
Company	Inkotha Trading Enterprises Cc
Telephone number	078 548 7659
Contact person	Siyabonga Ncayiyana
Occupation	Former Technical producer
Company	Imbokodo 96.8 fm
Telephone number	083 370 7485
Contact person	Yandiswa Fihlani
Occupation	Former Fieldwork Co ordinator
Company	Statistics South Africa
Telephone number	073 307 2937

**Additional information**

Your hobbies                      Socialising and meeting new people, listening to a variety of music and watching TV.

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2008-04-00 (17 years)
Salary you wish	Negotiable R per month
How much do you earn now	market related R per month