



# Kumbirai Mbazima

Curriculum Vitae (CV)

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

Human Resources Officer

A very Organized Human Resources and administration officer with vast working experience at universities, corporate organization and skilled in diary coordination, report and minute writing, good interactions with both external stakeholders and staff,, data driven decision making, fostering change management and customer communications for well-rounded support. Experienced in high degree of professionalism and confidentiality. Ability to work under pressure. Plans meticulously and methodically for timely task delivery. Communicates effectively and maintain productive team environment. Maintaining culture of inclusivity and respect.

### AREAS OF EXPERTESE

Human Resources management, Office administration, typing, meeting organization, diary management, HR Strategy and Implementation, Recruitment, Employee On boarding and exit - Employee Relations, Training and Development, Payroll and Benefits Administration, Contract Management- HRIS Systems Administration -HR Data Analytics, Performance Management- Disciplinary hearing handling, Coaching and Mentoring, preparing job descriptions

Preferred occupation

HR specialists

Management, human resources jobs

Preferred work location

Polokwane / Pietersburg

Limpopo

Pretoria / Tshwane

Gauteng

Delmas

Mpumalanga

Durban City

KwaZulu-Natal

Cape Town

Western Cape

## Contacts and general information about me

Day of birth

1970-05-25 (55 years old)

Gender

Female

Residential location

Louis Trichardt

Limpopo

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	good

### Computer knowledge

I am proficient in a range of different computer applications like QuickBooks, payroll systems and Microsoft

1. Payroll systems: - Belina, Payview, Sage, and Belina

2. Microsoft Office suite:- Word, PowerPoint, Advanced Excel, spreadsheet analysis and reporting level and Outlook

3. Cloud computing

4. Database management:- Access

### Additional information

Salary you wish 20000 R per month

How much do you earn now 18000 R per month