



# Phumlani Mdudi

Curriculum Vitae (CV)

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

HR administration

Communication skills

Easy to adapt to new environments

Ability to adapt to new technologies and processes

Interpersonal and relationship-building

Problem-solving and conflict resolution

Analytical and critical thinking

Commitment to ongoing learning and professional development

Coaching and mentoring

Employee relations and engagement

Microsoft Office (Word, Excel, PowerPoint, Outlook)

Preferred occupation

HR intern

Management, human resources jobs

Administrators

Administrative jobs

Preferred work location

Sedibeng

Gauteng

## Contacts and general information about me

Gender

Male

Residential location

Johannesburg

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Working period **nuo 2022.01 iki 2023.07**

Company name Department of Education

You were working at: Data capturers

What you did at this job position? HR Assistant- Assisted in providing HR administration support by making sure that appointment documents for educators were received and captured into the database. Assisted in maintaining and updated schedules of new appointments and for existing staff and keeping update of educators that are due for promotions and terminations. Assisted in receiving and recording all promotional cases for further transmission to HR practitioners. Provided support in addressing employee inquiries regarding salary-related matters ensuring seamless communication.

Languages			
Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sesotho	good	good	good

**Computer knowledge**

Microsoft Office (Word, Excel, PowerPoint and outlook)

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2024-09-00 (1 years)

Salary you wish R10000 R per month

How much do you earn now R4000 R per month