



# Yonela Dwalaza

## Curriculum Vitae (CV)

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

I am open to take any job opportunity available.

I am a hard worker,

## Computer literacy,

## Adapt quickly

## Time management

Problem solver and willing to work my way up

## Preferred occupation      Jobs for students Student jobs

Preferred work location      Port Elizabeth  
Eastern Cape

## **Contacts and general information about me**

Day of birth 1998-08-05 (27 years old)

Residential location Port Elizabeth  
Eastern Cape

**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 2025.10 iki 2025.12**

Company name Eastcape Training Centre

You were working at: **Training**

Occupation HR intern

What you did at this job position? Assist with recruitment processes. Keeping documents update, Create database for facilitators, filling documents

## Education

Educational period	<b>nuo 2021.01 iki 2022.06</b>
Degree	Certificate
Educational institution	Eastcape Midlands Tvet College
Educational qualification	Human Resources Management N6
Educational period	<b>nuo 2012.01 iki 2016.12</b>
Degree	Grade 12 / Matric
Educational institution	Ja Calata SSS
Educational qualification	National Senior Certificate

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

### **Computer knowledge**

Microsoft Word  
 Excel spreadsheet  
 Power Point  
 Outlook

### **Additional information**

Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	370 R per month