



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
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Preferred work location	Port Elizabeth Eastern Cape
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Contacts and general information about me

Day of birth	1998-08-05 (27 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> 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	nuo 2021.01 iki 2022.06
Degree	Certificate
Educational institution	Eastcape Midlands Tvet College
Educational qualification	Human Resources Management N6

Educational period	nuo 2012.01 iki 2016.12
Degree	Grade 12 / Matric
Educational institution	Ja Calata SSS
Educational qualification	National Senior Certificate

Languages

Language	Speaking level	Understanding level	Writing level
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