



Andisiwe Tola

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi, I am Andisiwe Tola, I recently completed my National Diploma in Human Resources Management at Tshwane University of Technology. I am interested in working for a company which values ethical practices and encourages overall development of a person. I have the ability to organise, learn things quickly and communicate well with people from different backgrounds. The reason you should hire me is because I have a sharp learning curve and I have good leadership skill. I want to absorb much of the industry knowledge and also to sharpen my technical abilities. I have done my computer skills in micro office and I love outdoor sport, I am a netball player. I am sure I will be a useful member of your team in your company and I believe that life is always a mix of hard work and fun.

Thank you.

Preferred occupation

Cashiers

Retail, store jobs

HR specialists

Management, human resources jobs

Waiters, waitresses

Restaurant, bar service jobs

Secretaries

Administrative jobs

Jobs for students

Student jobs

Receptionists

Hotel jobs

Banking

Finance jobs

Part time jobs

Part time, weekend jobs

Preferred work location

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth

1991-09-25 (34 years old)

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2013.11 iki 2014.01
Company name	La cucina Restaurant
You were working at:	Waiters, waitresses
Occupation	runner and waitress
What you did at this job position?	clear tables, take orders from customers, put orders on the computer, serve customers

Education

Educational period	nuo 2012.01 iki 2015.11
Degree	Diploma
Educational institution	Tshwane university of technology
Educational qualification	Human Resource Management
I could work	I could work as an H R recruiter, H R specialist, H R manager, H R practioner.

Languages

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

Computer knowledge

Micro Office; MS Word, Excel, Access, Powerpoint, Internet, Intermediate.

Conferences, seminars

On my last year of study I attended a very short course,VIP Payroll under Sage company.

Additional information

Your hobbies	I love outdoor sport,I am a netball player. I like reading novels, watching movies. I love helping others with their school work and I am a talkactive person. I love to explore going to places.
Driver licenses	None
Salary you wish	±3,500 R per month

How much do you earn now

0.00 R per month