



Vezokuhle Billy Mdletshe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

presentation and reporting writing.

Preferred occupation As an Industrial Psychology and Communication graduate I have acquired a vast experience in leading the teams for over 10 years; from having weekly meeting where issues of planning, setting goals and developing solutions where there are challenges. Recruitment, selection, orientation, training and development. Management of resources through performance monitoring, coaching, identifying risks and accountability.

Preferred work location Facilitation of Employee Wellness Programmes planned for the financial year throughout the province and writing monthly, quarterly and annual reports. Counselling and referring employees for professional help so that they may be productive in their work and balance they work-life when at home. Assisting the referred employee with after-care services and develops tools to monitor

Contacts and general information about me Day of birth 1965-05-06 (50 years old) Gender Male Residential location North Suburbs, KwaZulu-Natal Educators, OHS officers, First Aiders, Fire Fighters, Gender Focal Persons; which improved Telephone number information sharing within the organisation

Working address Unionised environment balanced the continuous engagement with the employee in terms of policy, procedures and circulars that at times needed to be interpreted in vernacular

Work experience language where I was much involved. As a Committee Member for both Gender Forum and Health and Safety Committee; one have a responsibility of capacitating and update roe players and stakeholders with continuous engagement in achieve set goals or completing planned tasks. The

Working period You were working at. HR Specialists Assistant Director of stigma to people living with HIV, health and safety of employee formed one of my strengths in presenting these issues to both employee and management. What you did at this job position? Reporting to HR Director. Managing the utilisation of unit resources and representing the department in national and provincial meetings Using Project Planning methodologies from brainstorming activities, to developing Work Breakdown Structure (WBS) with planned timeframes and resources (financial & human), designing a Gantt

Education Developing Communication Plan, developing a Risk Management Plan from the SWOT Educational period of all Project Managers and field workers. Working sites to be hands on with field Degrees; facilitating and coordinating engagement with horizontals. Developing and or aligning Policies and procedures in the workplace. Quality management, cost and analysis; Educational qualification Bachelors Degree in Humanities I could work HR, Projects, Training and Development

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Advanced Presentation Skills, Word and Excel

Conferences, seminars

Emerging Management Developement Programme - University of Pretoria

Recommendations

Contact person	Mr. W.J. Ziqubu
Occupation	Director
Company	Human Settlements
Telephone number	031 3721 801 / 082 5677 418
Email address	willow.ziqubu@kzndhs.gov.za

Additional information

Your hobbies	Soccer, Reading and Jogging
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1997-02-00 (28 years)
Salary you wish	21000 R per month
How much do you earn now	21000 R per month